

Writing Assignment B Rubric

Art 384: Introduction to Computer Animation, Fall 2007

Due Nov 10, 2008

Goal: A good, professional-looking cover letter for a job.

This is a dry run for an actual job application. I want you to locate a real job opening, an entry-level position that you would be applying for as you graduate.

You should match your qualifications to the ones requested in the posted description. In addition to who you are now, imagine yourself as you will be three years from now: you've put a few animations into competitions, and you've been working as a 2D web animator for 28 months.

Grading:

20% Typed, spelled correctly, printed out, neat, tidy, well-constructed sentences.

25% Text of the letter roughly follows the following format

Dear Mr./Ms. A,

I am writing to apply for the position B described at C.

I feel that I am well-qualified for this position because D, E, and F.

Please find my demo reel, enclosed. I hope to hear from you soon; thank you for your time.

Yours Truly,
G

15% Evidence of research: hand in a printed job description with the web address at which it was found.

10% D, E and F above address qualifications described in the description.

25% Letter's layout follows that of a standard, single-page business letter.

Total out of 100%