

Cover Letter Option for COOP*4000 ONLY!

The general idea behind it is to give you a chance to have a professional cover letter reviewed by your faculty advisor. It is a great way to get feedback!

This is a chance to tie in examples of the experience you gained throughout your different co-op positions. You can write a generic cover letter to a fictional future employer or write one for a real job application.

You **do** still need to submit a letter of submittal along with the cover letter. This is a good place to introduce your cover letter and explain whether it is for an actual application or a job you made up for the purposes of the assignment.

COMPLETED FORMS TO BE RETURNED TO:
 Carie Devitt
 bscenvpc@uoguelph.ca



Co-operative Education Evaluation of Professional Cover Letter (Option for COOP 4000)
 Bachelor of Science in Environmental Sciences

			4
STUDENT ID NUMBER	STUDENT NAME	WORK TERM SEMESTER	WORK TERM NUMBER

EVALUATED BY	MAJOR	EMPLOYER

OVERALL GRADE (OUT, VG, G, SAT, UNSAT)

NO PROPOSAL REQUIRED

LETTER OF SUBMITTAL AND PROFESSIONAL COVER LETTER

QUALITY OF CONTENTS: Letter of Submittal	OUT	VG	GOOD	SAT	UNSAT	N/A	COMMENTS
Summary of responsibilities and duties performed							
Critical analysis of strengths and areas for development							
Discussion of learning objectives including barriers and opportunities							
Plan for addressing professional development needs							
Goals for career progression							

QUALITY OF CONTENTS: Professional Cover Letter	OUT	VG	GOOD	SAT	UNSAT	N/A	COMMENTS
Statement of career goal or intention							
Summary of professional skills							
Layout							
Overall Impression							

EVALUATOR'S COMMENTS (please see back)

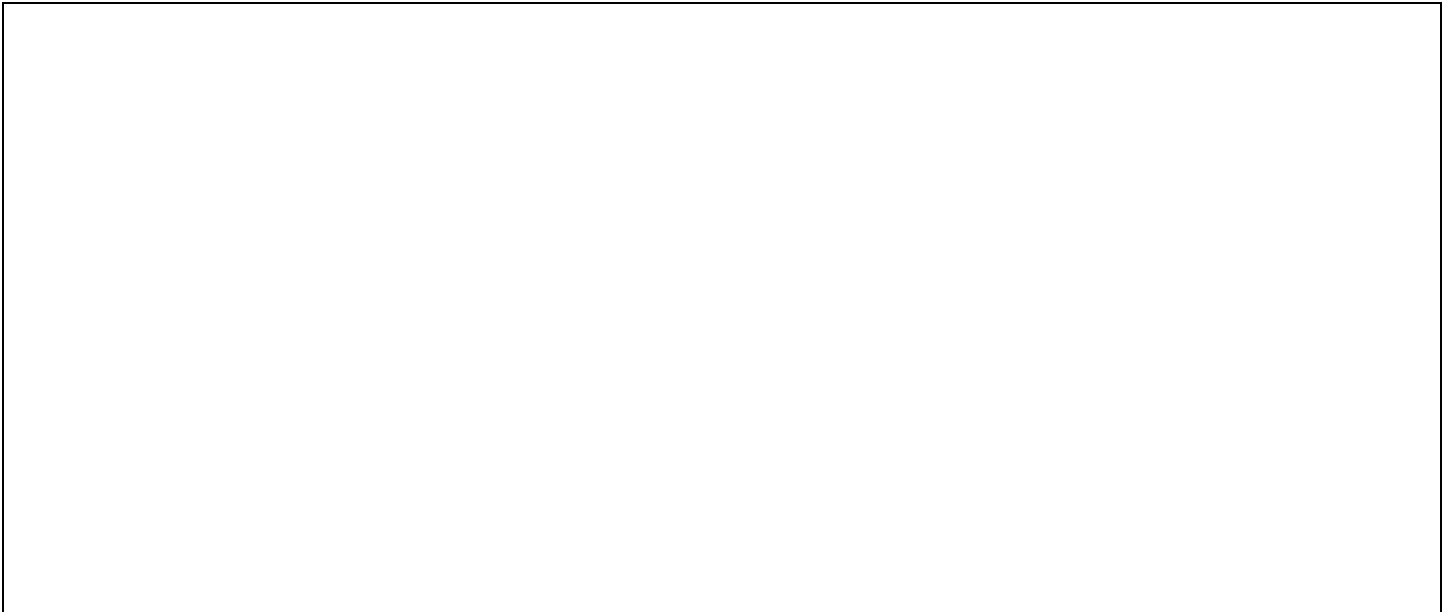
* EVALUATION GRADE CODES:

OUT – OUTSTANDING 90+%	VG – VERY GOOD 80-89%	G – GOOD 70-79%	SAT – SATISFACTORY 50-69%	UNSAT – UNSATISFACTORY (RESUBMIT) 0-49%
---------------------------	--------------------------	--------------------	------------------------------	--

LATE SUBMISSION:

Students that submit their reports late will be penalized.

EVALUATOR'S COMMENTS



*** EVALUATION GRADE CODES:**

OUT – OUTSTANDING
90+%

VG – VERY GOOD
80-89%

G – GOOD
70-79%

SAT – SATISFACTORY
50-69%

UNSAT – UNSATISFACTORY (RESUBMIT)
0-49%