

LETTER OF APPLICATION

Performance Standard 3C.J

Each student will write two letters, one a letter of application for a job found on an Internet website and one to a friend who lives in a different region telling the friend what he/she wrote about in the letter of application including information that would help the friend write letters of application. The two letters will be evaluated for content and format accordingly:

Letter to the Human Resources Department

- *Formatting the letter:* include the components of a business letter (i.e., return address, date, inside address, salutation, body, closing, signature); place components (e.g., margins, spacing, paragraphing, sequence of components) on the page; punctuate components.
- *Organizing content – Message and Tone:* include required parts of the message (i.e., person addressed, position for which application is being made, distinct qualifications, how position was discovered, what will satisfy the applicant, how to reach applicant) in the body; use formal tone; use appropriate language.

Informal (Friendly) Letter

- *Formatting the letter:* include components of the friendly letter (i.e., date, salutation, body, closing, signature); place components (e.g., margins, spacing, paragraphing, sequence of components) on the page; punctuate components.
- *Organizing content – Message and Tone:* include in the body the parts of the message recorded in the business letter; use informal tone.

Procedures

1. *In order to communicate ideas in writing to accomplish a variety of purposes (3C)*, students should experience sufficient learning opportunities to develop the following:
 - Write on one topic for different audiences by adjusting tone, voice, vocabulary and grammar conventions.
 - Accomplish the assumed purpose (e.g., job application, resume, petition).
 - Apply appropriate format and structure that effectively address a variety of real-life situations.
 - Adjust voice, tone, vocabulary and grammatical conventions according to purpose and audience.
 - Evaluate a variety of compositions for purpose, structure, content and details.Family and Consumer Sciences (FCS) students will someday compose convincing letters of application as they prepare to enter the work world. Whether job interviews are granted or not is highly dependent upon these letters of application. This assessment meets the Family and Consumer Sciences Education National Standards 1.1 (Analyze different kinds of reasoning (e.g., scientific, practical, interpersonal)) and 1.2 (Distinguish between adequate and inadequate reasoning). It also addresses the Illinois Workplace Skills D4 (Communicating on the Job/Prepare written communication), K1 (Demonstrating Technological Literacy/Demonstrate basic keyboarding skills) and K2 (Demonstrating Technological Literacy/Demonstrate basic knowledge of computing).
2. Have FCS students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Students will have studied letters of application and friendly letters with an emphasis on the proper tone, style, format and vocabulary for each.
4. Students will have written several practice letters of application and friendly letters prior to the assessment.
5. Each FCS student will write a letter of application for a job selected by the student with limited support from the teacher.
6. Each student will then write a friendly letter to someone outside the area of residence, telling a friend what was said to the human resource person. Student will include some helpful hints for the friend who wants to write a letter of application for a new job.
7. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

Examples of Student Work

- [Meets](#)
- [Exceeds](#)

Time Requirements

- Two class periods

Resources

- Writing materials, including available technology
- Letter of Application Planning Sheet
- Letter of Application Rubric
- List of job websites

LETTER OF APPLICATION PLANNING SHEET

Your task is to write a letter of application for a job you found on the Internet. To decide what to include in your letter, answer the following questions before you begin:

1. To whom should the application letter be addressed? What is his/her title and address?
2. What is the position for which you are applying? What are your distinct qualifications to fill the position? Be specific about your qualifications.
3. How did you learn of this employment opportunity?
4. What action would you like the person to take relative to your application? Thank him/her in advance for reviewing your application and suggest a personal meeting.
5. How can the person reach you to arrange an interview? After all, if the person cannot reach you, you will not receive an interview.

Now that you have the essential information down, complete the letter using the proper business letter format that you have been taught.

LETTER TO HUMAN RESOURCE PERSON

NAME _____ DATE _____

- Exceeds standard (must receive 15 - 16 total points) Approaches standard (must receive 7 -10 total points)
 Meets standard (must receive 11 - 14 total points) Begins standard or absent (must receive 4 - 6 total points)

| | LETTER TO HUMAN RESOURCE PERSON | | INFORMAL (FRIENDLY) LETTER | |
|--------------|--|---|--|--|
| | Format | Content – Message and Tone | Format | Content – Message and Voice |
| 4 | <ul style="list-style-type: none"> All components of a business letter are present (i.e., return address, date, salutation, body, closing, signature). All components (e.g., margins, spacing, paragraphs, sequence of components) are properly placed on the page. All components are properly punctuated. | <ul style="list-style-type: none"> All required parts of the message are present in the body (person addressed, position for which application is being made, distinct qualifications, how position was discovered, what will satisfy the applicant, how to reach applicant). Consistently uses formal tone. Consistently uses appropriate language. | <ul style="list-style-type: none"> All components of the friendly letter are present (i.e., date, salutation, body, closing, signature). All components (e.g., margins, spacing, paragraphs, sequence of components) are properly placed on the page. All components are properly punctuated. | <ul style="list-style-type: none"> All parts of the message recorded in the letter to the human resource person are present in the body paragraphs. Consistently uses informal voice. |
| 3 | <ul style="list-style-type: none"> Most components of a business are present. Most components are properly placed on the page. Most components are properly punctuated. | <ul style="list-style-type: none"> All required parts of the message are present in the body. Usually uses formal tone. Usually uses appropriate language. | <ul style="list-style-type: none"> Most components of the friendly letter are present. Most components are properly placed on the page. Most components are properly punctuated. | <ul style="list-style-type: none"> Most parts of the message recorded in the letter to the human resource person are present in the body paragraphs. Usually uses informal tone of voice. |
| 2 | <ul style="list-style-type: none"> Some components of a business letter are present. Some components are properly placed on the page. Some components are properly punctuated. | <ul style="list-style-type: none"> Some of the required parts of the message are present in the body. Sometimes uses formal tone. Sometimes uses slang or jargon. | <ul style="list-style-type: none"> Some components of the friendly letter are present. Some components are properly placed on the page. Some components are properly punctuated. | <ul style="list-style-type: none"> Some parts of the message recorded in the letter to the human resource person are present in the body paragraphs. Sometimes uses informal tone of voice. |
| 1 | <ul style="list-style-type: none"> Few or no components of a business letter are present. Few or no components are properly placed on the page. Few or no components are properly punctuated. | <ul style="list-style-type: none"> Few or none of the required parts of the message are present in the body. Seldom or never uses formal tone. Overuses slang or jargon. | <ul style="list-style-type: none"> Few or no components of the friendly letter are present. Few or no components are properly placed on the page. Few or no components are properly punctuated. | <ul style="list-style-type: none"> Few or no parts of the message recorded in the letter to the human resource person are present in the body paragraphs. Seldom or never uses informal tone of voice. |
| Score | | | | |