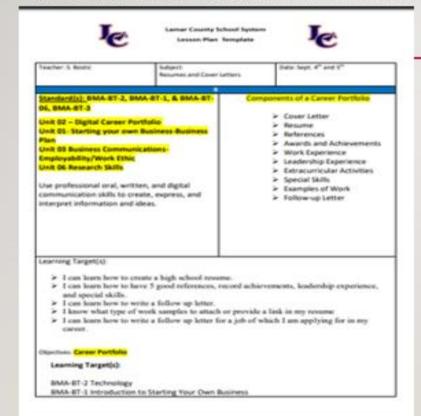
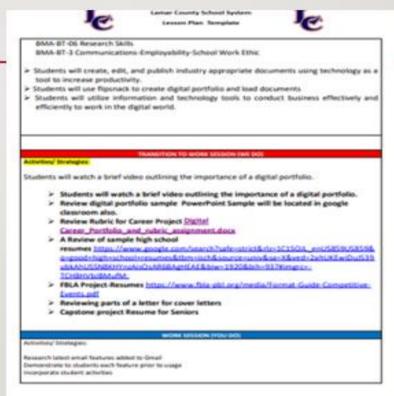
Lesson Plans-Cover Letters

Unit 01 - Basic Human Resources

CTAE Standards: BMA-IBT-1 BMA-IBT-1.4 BMA-IBT-1.6 BMA-IBT-1.1 BMA-IBT-11.1 BMA-IBT-11.2 BMA-IBT-11.3 BMA-IBT-11.4 BMA-IBT-11.5 BMA-IBT-12.1 BMA-IBT-12.2 Academic Standards: ELACC9-10SL1 L9-10RST1-10 L9-10WHST 1-10 ELACC9-10SL4





STUDENT WORK/RUBRIC

September 12, 2019

Dear Hiring Manager,

My name is Desiree Supplicage, I am currently a senior at Lamar County High School. I have plans to attend Gordon State College. I am interested in becoming a rurse. I am currently working on completing all the health case classes my school has to offer. I am also attending a clinical class at Gordon through the rursing program.

These classes have taught me many amazing life/work skills. My top five skills are:

- Communication skills
- · Working well with others
- A team player
- Patience
- Time management skills

I have received many educational skills through completing and going through these programs. They have tought me almost everything I know. When I graduate high school, I plan to attend Gordon State College to go their maring programs. They have one of the best sursing programs. After I graduate and get my first degree, I will then go straight to working as a name.

After a couple of years, I will plan to go back to college to be a muse practitioner to advance my career. I have many hobbies that include spending time with my family, friends, going fishing, but most of my favorite thing to do is to go to my local animal shelter to walk and play with the dogs. Going to my local animal shelter gives me a sense of purpose because I am giving loving attention to rescue dogs that no one has adopted yet.

My portfolio is showing my skills and interests I have all/gained all through my high school years and life. As you can tell, I am very passionate to help people and things. In this portfolio, my resume is a short summary of my schooling, experiences, and skills I have to offer. In addition, have my letter of recommendation, samples of my work, and list of references. It really hope you take pleasure in reviewing my portfolio. Thank you for taking your time to read all of this.

Sincerely,

Desiree Sprayberry

Desiree Seguiterra

Organization (20%)	Exemplary • Accurately uses correct ousiness writing formal and structure 20 points	Accomplished - Mostly uses correct business writing format and structure Points	Developing - Some notable errors with respect to correct business writing format and structure 10 points	Beginning - Several notable errors with respect to correct business writing format and structure points
Combenit (20%)	Exemplary • Piece of writing clearly states the surpose • Easy to folloo • Tone is appropriate for intended audience Delines	the purpose + Somewhat	Developing • Purpose of piece of writing is unclear • Hard to follow • Tone is too formal or too informal for intended audience 10 points	Beginning - Purpose of piece of writing is unclear - Main idea is not supported by explanations or facts - Writing rambles; hard to follow or understand - Tone is inappropriate for intended audience Polints
Appearance (20%)	4. Exemplary • Typed, using correct spacing, font, and format 20 points	Accomplished • Piece of writing typed with few problems in spacing, font, or format Points	Developing • Piece of writing typed with frequent problems in spacing, font, or format 10 points	Beginning • Piece of writing not typed; wrong format used and hard to read points
Language Usage (20%)	Exemplary - Accurate use of punctuation and grammar - No spelling arrors Points	Accomplished - One or two mistakes with punctuation or grammar - One or two spelling errors Points	Developing • More than two mistakes in punctuation or grammar • More than two spelling errors 10 points	Beginning - incorrect use throughout the letter of punctuation or grammar - Frequent spelling errors distract from letter Points

Comments: Excellent. Well written letter with expression and captures the interest of the reader. Spelling and grammar is correct. The formatting of the letter is correct using block style business letters. Grade of 100!