Word Lesson **3** Challenge Yourself Project 11 Evaluate Candidates **R**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Used a Word template to create a professional letter			
Addressed the letter to the Board of Directors			
Keyed a name for your company and your return address			
Inserted the ™ symbol next to your company name			
Keyed a recipient address for the Board of Directors (different from your address)			
In the body of the letter, explained why you selected the two candidates			
In the body of the letter, explained why you rejected the other three candidates			
Formatted the letter (except for the company name) left aligned, Arial, 12 pt			
Checked spelling and grammar and proofread to catch any errors that were missed			
Saved the document as w3rev-[your first initial and last name]11			