

# Feedback

## Text

245 Étienne-Parent St.  
Montréal, QC, H3M 1P2

September 16, 2019

Ms. Lola Johnson  
Vice President  
Battat  
8440 Darnley St.  
Mont-Royal, QC H4T 1M4

Dear Ms. Johnson,

I am writing in reference to the open position of assistant sales manager for the middle eastern market. I became aware of this opening through the Jobboom.com website. I will be graduating from Collège André-Grasset in May 2019, receiving a diploma in business and administration.

I believe that the knowledge I acquired from course in Business Dynamics and Marketing will be significant asset for the position you are offering. Also, my experiences as a figure skating coach and as a assistant in a hairdresser taught me to have a big sense of responsibility and to be a good leader. I am eager to learn new skills and ideas, and strive for results.

In researching your business, I learn that you use plenty of initiatives to reduce your environmental footprint. I'd be more than proud to work with an environmentally conscious company and I would be willing to add my part in it's step for change.

The enclosed resume highlights my experiences and skills; additional information and references are available upon request. I would welcome the opportunity to meet with you and further discuss my fit at Battat. To arrange an interview, please call me at 514-641-2060. Additionally, I use email regularly and can be contacted at any time at florencemthot@yahoo.ca. Thank you for your time and consideration.

Sincerely,

Florence Legault

## Cover Letter

**Assignment score: 74%**

## Writing quantity

1. You have written 217 words.

2. I count a total of 4 paragraphs.
3. You have written 15 sentences.
4. You have written 0 question.

## Writing quality

1. Your average sentence length is 14.60.
2. Your sentence length variance is 7.96.
3. You have written 0 cliché.
4. You have used 0 exclamation mark.
5. You have used 17 first-person pronouns (I, me, my, mine).

## Structure and content: 85%

### Sender's address, date, recipient's address and salutation: 81%

**Title:** I can see that you did not put a title at the top of your letter. That is good. Letters never have titles. Your score for this feature = 100/100

**Sender's address:** 245 Étienne-Parent St.

Montréal, QC, H3M 1P2

You have put a return address starting with a street number and followed by a capitalized word. That's good. Your score for this feature = 100/100

The second line of your return address begins with a capitalized city or town name. That's good. Your score for this feature = 100/100

**Date:** September 16, 2019

There is a problem with your date. I was expecting a date in one of the following formats: 22-Sep-20 or 22 September, 2020 or 22nd September, 2020 Your score for this feature = 0/100

**Recipient's address:** Ms. Lola Johnson

Vice President

Battat

8440 Darnley St.

Mont-Royal, QC H4T 1M4

It seems you have included the recipient's name. Good. Your score for this feature = 100/100

It appears you have included the recipient's title. Good. Your score for this feature = 100/100

You have included the name of the recipient's company. Good. Your score for this feature = 100/100

You have put the recipient's address starting with a street number and followed by a capitalized word. That's good. Your score for this feature = 100/100

The second line of the recipient's address begins with a capitalized city or town name. That's good. Your score for this feature = 100/100

Something is wrong. The third line of the recipient's address is reserved for the capitalized name of a country like this: *Canada* or *United States* or *USA*. Add the country to the recipient's address to improve your score. Your score for this feature = 0/100

**Salutation:** *Dear Ms. Johnson,*

I found a salutation that matches the expected format. That's good. Your score for this feature = 100/100

### Body paragraphs: 53%

#### First paragraph

**Purpose:** You have not explained the purpose of your letter in the first sentence of your first body paragraph as clearly as you should. Start this paragraph with the phrase "*I am writing*" and explain the purpose of the letter. Your score for this feature = 0/100

**Advertisement:** You have explained where you learned about the job opening in your first body paragraph. That's good. Your score for this feature = 100/100

**Best qualification:** You have mentioned one of your best qualifications in your first body paragraph. That's good. Your score for this feature = 100/100

#### Middle paragraph(s)

**Present Perfect:** You have not written about what you have achieved in the recent past using the Present Perfect in your middle body paragraph(s). Use phrases such as these: *have worked, has prepared me, has provided me, have grown, have acquired, have gained, have learned, has helped me, has allowed me, have developed my, have improved my...* Your score for this feature = 0/100

**CV:** You have not referred to your CV or resume in your middle body paragraphs. Use one of these words to improve your score: *CV, resume* Your score for this feature = 0/100

**Research:** You have indicated that you are familiar with one or more aspects of the company or institution in your middle body paragraphs. That's good. Your score for this feature = 100/100

#### Final paragraph

**Documents:** You have referred to enclosed documents in your final paragraph. That's good. Your score for this feature = 100/100

**Request:** You have requested an interview in your final paragraph. That's good. Your score for this feature = 100/100

**Phone number:** You have included your phone number in your final paragraph. That's good. Your score for this feature = 100/100

**Thank you:** You have shown gratitude in your final paragraph. That's good. Your score for this feature = 100/100

### Close: 100%

**Close:** You have used the standard closing. That's good. Your score for this feature = 100/100

**Signature:** You have signed your name. That's good. Your score for this feature = 100/100

## Vocabulary: 100%

**Indicators of high quality:** *eager, learn, proud, results, skills, strive*

**Feedback:** You have included three or more of the keywords found in a high quality cover letters. That's good.  
Your score for this feature = 100/100

**Indicators of low quality:**

**Feedback:** You have successfully avoided using cliches such as "thinking outside the box," and "game-changer." Groan! I didn't notice the outdated title "Mrs." or impersonal salutations such as "To whom it may concern" or "Dear Sir or Madam."

Furthermore, I did not detect false flattering praise such as "I'm impressed with your company." I also checked for overused snooze buttons like "My name is" or "I am a fast learner" or "I am a hard worker" or "I am a problem solver," but I couldn't find any. That's good. Expressions like these are so common as to be meaningless.

And I didn't notice any intensifying adverbs such as "very" or "really" or "truly" or "deeply" or "exactly" that exaggerate and gush. Avoiding these common words and phrases will help to avoid giving the impression that you are insincere, obsequious, unprofessional, and untrustworthy. Your penalty for this feature = 0/100

## Language accuracy: 35%

You have 8 errors.

**Score:** 35

**Feedback:** I detected many errors in your writing. Reread your essay carefully and use a spell checker and grammar checker to help you identify and eliminate avoidable errors. Your score for this feature = 35/100

**Your error profile is as follows.**

**You wrote:** I am writting in reference to the open position of as...

**Feedback:** You have a spelling error. Did you mean "writing"?

**Suggestion:** writing

**You wrote:** ...Business Dynamics and Marketing will be significant asset for the position you are offering. Also...

**Feedback:** Something is missing here. You either need an article with "significant asset" or a plural form. Revise: "be a significant asset" or "be significant assets"

**Suggestion:** be a significant asset, be significant assets

**You wrote:** ...iences as a figure skating coach and as a assistant in a hairdresser taught me to...

**Feedback:** Use "an" instead of 'a' if the following word starts with a vowel sound, e.g. 'an article', 'an hour'

**Suggestion:** an

**You wrote:**...ach and as a assistant in a hairdresser tought me to have a big sens of responsibility...

**Feedback:** Check your spelling. You probably meant to write "thought".

**Suggestion:** thought

**You wrote:**...y and I would be willing to add my part in it's step for change. The enclosed resume highlig...

**Feedback:** Did you mean "its" (possessive adjective) instead of "it's" (=it is)?

**Suggestion:** its

**You wrote:**...e highlights my experiences and skills; additionnal information and references are availabl...

**Feedback:** Possible spelling mistake found

**Suggestion:** additional

**You wrote:**...lable upon request. I would welcome the oppurtunity to meet with you and further discuss my...

**Feedback:** You probably meant "opportunity".

**Suggestion:** opportunity

**You wrote:**... with you and further discuss my fit at Battat. To arrange an interview, please call m...

**Feedback:** Possible spelling mistake found

**Suggestion:** Battle, Batted, Batman, Batter, Bataan, Rattan, Bantam, Batten, Batty, Attar, Bathmat, ATTAC, BAPAAT, Basat, Basta, Bastad, Batra, Bottas, Jatta, Tahtat