COMMON ATTRIBUTES OF BOSSES
What Does It Take to Be the Boss?

AGREEABLE
An agreeable boss will do anything to keep the staff happy.

AVAILABLE
An available boss is open to hearing staff concerns.

BADGERING
A boss who badgers staff and repeatedly asks if work tasks are done yet.

DATA DRIVEN
A data driven boss relies only on numbers (such as financial) to determine success.

COMMUNICATOR
A boss who is a communicator is able to speak freely and easily with staff members.

COMPETITIVE
A competitive boss pits members of his or her staff against each other in order to gain an edge.

MICROMANAGING
A boss who micromanages handles every detail him- or herself.

EQUITABLE
An equitable boss strives for fairness in dealing with staff.

DECISIVE
A decisive boss is able to make well thought-out decisions and stick by them.

TRUSTWORTHY
A trustworthy boss is honest in dealings with staff and the public.

COMMON ATTRIBUTES OF BOSSES

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EFFECTIVE	INEFFECTIVE

COMMON ATTRIBUTES OF BOSSES
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EXIT SLIP

I choose these two effective leadership attributes to work toward gaining:

These are the steps I can take toward attaining these attributes in my life:

DIRECTOR
Port Douglas Community Clinic

We are looking for a decisive, trustworthy communicator to serve as our medical director at the Port Douglas Community Clinic. Individuals must be available, equitable, and ready to serve the public of our great city. Interested applicants should submit a cover letter to Gene Lee, Hospital Administrator, detailing examples of effective leadership skills. We look forward to reading your submissions.

RESOURCE 3
Knowledge Builder

SAMPLE COVER LETTER
What Does It Take to Be the Boss?

Gene Lee, Hospital Administrator

Port Douglas Hospital

Dear Mr. Lee:

My name is Jaquin, and I am applying for the position of Director of the Port Douglas Community Clinic.

I will be a good choice for your clinic because I am very decisive. People often ask me to help them with making difficult decisions. I am also very trustworthy. When I once found money on the ground, I turned it in instead of keeping it. This shows that I will be an effective leader by making the right choice even when no one knows about it.

Thank you for the opportunity to apply for this position. I hope that you find my positive attributes a good fit for your community's needs. I look forward to speaking with you soon.

Sincerely,

Jaquin

COVER LETTER
What Does It Take to Be the Boss?

(date)

(your name)

(your address}

Gene Lee, Hospital Administrator

Port Douglas Hospital

Dear Mr. Lee:

Sincerely,

ASSESSMENT RUBRIC
What Does It Take to Be the Boss?

COVER LETTER RUBRIC

	4	3	2	1
Ideas/ Context	Student provides 2 strong, compelling examples in written response.	Student provides 1 strong, compelling example and 1 adequate example in written response.	Student provides 2 adequate examples in written response.	Student provides only 1 or no examples in written response, or examples provided are off-topic.
Organization	Writing follows a logical sequence and is well structured.	Writing follows a relevant sequence and structure.	Writing lacks a concrete sequence or structure. Writing is a bit confusing.	Writing lacks evidence of sequence or structure. Writing is difficult to follow.
Sentence Fluency	Sentences flow easily throughout the writing. Sentences are varied in length and complexity.	Sentences flow fairly easily throughout the writing. Sentence structures are somewhat varied.	Fragments, run-ons, and confusing sentence structures are evident. Variety of sentence structure is limited.	Sentences are incomplete and/or difficult to read.
Conventions	Writing is flawless in areas of spelling, grammar, capitalization, punctuation, and paragraph indentation.	Writing shows command of spelling, grammar, capitalization, punctuation, and paragraph indenting, although some errors are present.	Writing shows frequent errors in spelling, grammar, capitalization, punctuation, and paragraph indentation.	Writing shows severe errors in spelling, grammar, capitalization, punctuation, and paragraph indentation.