English 7 - Life Skills Unit

Part 2 – Writing a Cover Letter

A cover letter is a letter of introduction to yourself and your resume. It is included with your resume when you are applying for a job. The purpose of a cover letter is to give a general overview of yourself and interest the employer to read your resume.

Task – Create a cover letter than outlines yourself and interests your employer to read your resume.

Step Checklist

* Step 1 – Read the example cover letter to see what a cover letter looks like.
* Step 2 – Select one job from the "jobs page" to apply for. This is to who you will direct your cover letter.
* Step 3 – Fill out the organizer below to outline what you will include in your cover letter.
* Step 4 - Log into Google Classroom and find the assignment called "My Cover Letter".
* Step 5 – Load the template that is attached to the assignment.
* Step 6 – Use the template and your notes to complete your cover letter. There is no need to include any personal information. All that is needed is your name.
* Step 7 – When are finished, proofread your cover letter and look for spelling mistakes.
* Step 8 – Complete the criteria checklist on the back of this page.
* Step 9 – Turn in the assignment on Google Classroom.

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| **Job you are applying for:** **Create a fake street address for this company:** |
| Section 1 (at least 2 sentences) – what is the title of the job you are applying for? Why are you applying for this job? |
| Section 2 (at least 3 sentences) – What experiences in your life make you a good fit for this job? What skills do you have that make you a good fit for this job? Why would you be a good fit at this company? When answering, think about what the job might be like. |
| Section 3 – (at least 2 sentences) – state you would like to set up an interview and at what phone number you can be reached. Thank them for considering you for the job and refer them to your resume. |

**Writing Checklist - Cover Letter**

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| 1 – No, 2 – Yes, 3 – Well Done |
|  | Self | Teacher |
| **Heading** – you have indicated who you are and who you are writing to.  |  |  |
| **Interest** – you have indicated what job you are applying for and why you are interested. |  |  |
| **Skills/Experiences** – you have indicated what skills/experiences make you a good fit for this job.  |  |  |
| **Signoff –** you have thanked your employer and asked to setup an interview. |  |  |
| **Spelling** is correct.  |  |  |
| **Punctuation** and use of **capital letters** is correct.  |  |  |
| **Sentences** are complete, make sense, and flow smoothly. |  |  |
| Overall mark/comments: |

