

Creating A Cover Letter

In a single page, you will write a cover letter for a specific job opening. The letter is your first and maybe only chance to make a good impression, so be sure to provide all the most important details. **Using the information found in the job opening, target your letter specifically to that company and that position.** Be sure to refer back to the job opening, your resume, and your cover letter planning sheet when writing the letter. Utilize the cover letter template located in Google classroom. **(click on the file name, click on the three dots in the right corner, click open in a new window, when the new window opens, click the download arrow.)**

Structure:

- Your name and address (letterhead)
- Date
- Inside address- Name, title, and address of recipient
- Salutation
- Introductory paragraph
 - How you heard about the job
 - How you can benefit the company
- Body of letter- Include
 - Skills
 - Achievements
 - Experiences
- Conclusion
 - Restate contact information
 - Request interview
 - Thank the reader
- Complimentary close (“Sincerely,” followed by 3 blank lines)
- Type name

See Rubric Below

<http://mcreighton1.wikispaces.com/file/view/Resume+and+Cover+Letter+Assignment.pdf>

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Cover Letter Rubric

	3	2	1
Business format and overall quality of writing ability 10 pts	<ul style="list-style-type: none"> • Correct business formatting • Date and address at top • No grammar or spelling errors • Content is clear, concise, and interesting • Appropriate letterhead, inside address, paragraph formatting, and complimentary close. 	<ul style="list-style-type: none"> • Correct business formatting • Date and address at top • Minimal grammar and spelling errors • Content decent, but not convincing enough for employer to call 	<ul style="list-style-type: none"> • Business formatting not used • No address/date at top • Letter not signed • Multiple grammar and spelling errors • Content does not convince reader to interview person
Section 1: Introduction 10 pts	<ul style="list-style-type: none"> • Identifies position sought • Explains how you heard about the job • Wording is creative and catches the employer's attention • Describes how they will be a benefit to the company 	<ul style="list-style-type: none"> • Identifies position sought • Does not describe how you heard about the opening • Vague description of why you want the job • Writing is bland 	<ul style="list-style-type: none"> • Does not clearly identify position that is sought • No description of how you found or why you want the position • Does not grab the employer's attention
Section 2: Body- Identification of skills and experiences as related to position 20 pts	<ul style="list-style-type: none"> • Identifies strongest qualifications and clearly relates them to the position desired • Describes the requirements that are requested in the job opening and how you can fulfill the requirements • Identifies knowledge of the company and how they can fulfill the mission and goals of the company 	<ul style="list-style-type: none"> • Identifies one of your qualifications, but it's not related to the position • Letter restates what is on your resume (minimal additional information) 	<ul style="list-style-type: none"> • Does not discuss any relevant qualifications • Have not related your skills to the position
Section 3: Closing 10 pts	<ul style="list-style-type: none"> • Thanks reader for taking time to review cover letter • Refers reader to resume or other enclosed materials • Describes how you will follow up potential with employer in stated time (Makes mention of an interview or future contact). • Restates contact information 	<ul style="list-style-type: none"> • Thanks, the reader for taking time to review cover letter • No references to resume or other materials • Letter assumes employer will contact you to follow up 	<ul style="list-style-type: none"> • Does not thank reader for taking time to review cover letter • No reference to resume or other materials • Does not mention any plan for follow up

50 test points

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