



WebSource

For the Classroom

College and Career Readiness

Resume Building: Cover Letter

Discussion Questions

- Have you ever applied for a job? Completed a college application?
- Did you create a cover letter to accompany the materials?
- What is a cover letter?
- Where does it go? To whom should it be addressed?
- When do I use these?

Activity: Cover Letter Creation

Students will learn how to write a cover letter.

PROCEDURE

1. Explain to the students that a cover letter is usually the first written piece of information an employer or possibly a college admissions officer will discover about you, so it is important to make a good impression. This is the opportunity for applicants to summarize their resumes while adding a personal touch. A cover letter can also serve as a personal email which would accompany an attached resume.
2. Inform the students that cover letters are not supposed to be long; less than one page. The outline is as follows:
 - Always address to whom the letter is being written to. (Dear Mr./Mrs. Last Name)
 - The first paragraph should include why you are writing this letter. Be clear as to what position you are applying for. Name any mutual contacts, if any.
 - The body of the letter should include any skills, qualities, etc. that would be a good fit for the position you are applying for. Remember that your cover letter and your resume should not be the same. Your cover letter should be more personal. It is useful to provide experiences demonstrating skills, qualities, etc. you are explaining to possess.
 - In the final paragraph is where you will thank the employer for their time and consideration for the position. Let them know when and how you are going to follow up.
 - Don't forget to sign the bottom!

3. Have students begin drafting their own cover letters. They should begin writing a general cover letter that can be altered depending on the position they are applying for.
4. Once students have drafted their first copy, have students research two jobs they would consider applying for, and have them alter their cover letter according to each.