

**Thursday, September 22, 2022** (class 9 of 30!!)

**Today:**

- Peer review cover letters!
- Finalizing resumes and cover letters!

**Now:** Get a classmate's cover letter and mark:

- (1) at least 2 compliments (what you like) **and**
- (2) at least 2 suggestions (what could be better) **and**
- (3) any questions you have!

***They will get these back!!***

**Tomorrow** (Fri. Sept. 23): Email final resume & cover letter by end of day!

**For next class** (Th. Oct. 6!): *Starting* court systems!

- Read ch. 6 *in the library!*
- Review court charts & maps posted on OL!

**M-Tu. Sept. 26-27:** NO CLASSES—*Happy Rosh Hashanah!*

**W Sept. 28:** College on regular schedule!

**Th. Sept. 29:** College on Mon. schedule! *NO CLASS for us!*

**F-Mon. Sept. 30-Oct. 3:** College on regular schedule!

**Tu-W Oct. 4-5:** NO CLASSES—*Yom Kippur.*

**Th. Oct. 6:** **OUR NEXT CLASS!** 😊

***A good cover letter:***

- follows proper "business letter" format!
  - *Your contact info, employer's name & address, date, greeting, closing, signature.*
- is short! *Two to four paragraphs!!*
- names the position for which you are applying! *And how you learned about it!*
- identifies what you are enclosing! *Resume, maybe list of references, and/or writing sample?*
- describes 2 or 3 qualifications *particularly relevant to the position!*
- contains **NO** errors!! ***PROOFREAD!!***

***A good resume:***

- is "positive" → *but* ***TRUTHFUL!***
- is free from errors → ***PROOFREAD*** it!
- is one page if possible → *be* ***CONCISE!!***