

Tuesday, September 20, 2022 (class 8 of 30!!)

Today: How to write a cover letter to a potential employer!

Now: Get a 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!

For next class (Th. Sept. 22): Email draft cover letter to me *by 8am!*

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

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

W Sept. 28: Regular schedule!

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

F-Mon. Sept. 30-Oct. 3: Regular schedule!

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

Th. Oct. 6: **OUR NEXT CLASS!** 😊

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Cover letter (for employment) = letter to potential employer stating that you are submitting your resume in application for a position, and highlighting your most relevant qualifications.

- It "covers" your resume! (or whatever you are sending)
- It should highlight your **two or three** qualifications particularly relevant to this position!

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!!***