

Thursday, February 23, 2023 (class 8 of 30!!)

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

Now: Get a sample cover letter, read it and write on it:

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

For next class (Tu. Feb. 28): Email draft cover letter to me by 8am!

Th. March 2: Final resume & cover letter due by email at end of day!!

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Cover letter = letter to potential employer submitting your resume to apply for a position, and highlighting your most relevant qualifications.

- a "cover" to your resume!
- should highlight (just) two or three qualifications particularly relevant to this position!

?? What makes a good cover letter?!

You identified:

- Highlighting relevant experience – state most important stuff first!!
- Format – neat, organized, “proper” business letter
- Concise, only most important info
- Contact info
- Grammatically correct

A good cover letter also:

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