

Tuesday, February 28, 2023 (class 9 of 30!!)

Today:

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

Now: Get a classmate's 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'll share our comments with the authors!*

By end of tomorrow (Wed March 1): Read articles on resumes & cover letters, choose at least one suggestion from either, and reply to my post with a response to it!

For next class (Th March 2):

- Read ch. 6 pp. 145-158 (court systems)!
- Review court charts & maps on OL!
- Final resume & cover letter due by end of day!

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A good cover letter:

- 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!!***