

Student Instruction Sheet: Unit 3 Lesson 3



Job Hunting Tools - Cover Letter

What's important in this lesson:

To know the three things you should always include in a cover letter and to prepare a rough draft of a cover letter.

Complete these steps:

1. Read through the cover letter handout.
2. Using the same classified ad that you used to prepare your resume prepare a rough draft of a cover letter.
3. Complete the last two columns of the KWLF Chart from Unit 3 Lesson 1.

Hand-in the following to your teacher:

1. Classified Ad used to complete both your resume and cover letter.
2. Cover Letter- Rough Draft and Checklist.
3. Completed KWLF Chart.

Questions for the teacher:

Student Handout: Unit 3 Lesson 3



Gr. 10 Career Studies

COVER LETTER NOTE

Whenever you send your resume out to an employer, you should always send an accompanying letter that explains why you are contacting them. This letter is called the **cover letter**. (send a cover letter even when faxing.)

If the employer receives a resume without a cover letter, he or she may be asking him or herself, “Is this person applying for the advertised position?” or “Does this applicant wish for me to keep this resume on file in case an opening occurs in the future?” Basically, the employer would like to know why he or she is being contacted.

You can answer these questions on a covering letter. In one typewritten page, you tell the employer what position you are applying for, how you qualify, and why you should be considered for the job. It also gives you a chance to point out your best qualities.

Following are some general guidelines for writing covering letters, a sample format, and an example of an effective covering letter.

General Guidelines

1. **Make it short!** – 3 to 5 brief paragraphs – an executive summary of relevant information.
2. **Make it personal!** – Address the reader by name and title; unless otherwise stated, this is usually the person who has the authority to hire.
3. **Make it researched!** – Briefly refer to the organization’s goals and/or needs, to show that you have done some investigation.
4. **Make it focused!** – Study the job responsibilities and qualifications, then pull relevant details from all your experiences (whether on your resume or not) to support your application.
5. **Make it interesting!** – Show your enthusiasm and uniqueness in a warm but professional manner.
6. **Make it a request for action!** – Repeat your interest in the position, and ask for an interview.
7. **Make it perfect!** - Make absolutely no mistakes, typos, or smudges; have someone else proofread it to double check.
8. **Make it eye-appealing!** – Unless otherwise requested, type or word process your covering letter, using the darkest, sharpest-reproducing printer you can find (a laser printer); use white, off-white or cream colored paper only, no pastels.

Resource: www.nextsteps.org

Student Handout: Unit 3 Lesson 3



Gr. 10 Career Studies

COVER LETTER FORMAT

Your Name
Your Address
Your City, Province, Postal Code
Area Code and Phone Number

Date of Letter

Employer's Name
Employer's Title
Company Name
Company Address
Company City, Province, Postal Code

Dear Mr./Mrs./Miss/Ms. (Name of Employer):

RE: POSITION YOU ARE APPLYING FOR

Introduction: Explain why you are writing. Name the position for which you are applying and indicate how you heard of the opening.

Body of Letter - Tell the employer what you can do for him/her. This is an opportunity to outline **your skills** as they relate to the job. Use **resume verbs** (e.g. planned, organized, completed) to describe your skills. When answering an advertisement, be sure to include in the paragraph(s) all the requirements listed in the ad (e.g. academic qualifications, skills, qualities, etc.). This makes the task of matching you to the job easy. Refer to your attached résumé so that it doesn't get lost in the shuffle.

Closing - Use an appropriate closing to pave the way for the interview. Provide an opportunity for an immediate and favourable response. When using a broadcast letter, enclose a return envelope if you are requesting an application or more information. You may also wish to take the responsibility of contacting them, stating a specific date when you will call. Also, thank them for taking the time to read your letter.

Sincerely yours,

Your signature (handwritten)

Your Name (typewritten)

Enclosure (indicates your resume is in the envelope with your letter)

Student Handout: Unit 3 Lesson 3



Gr. 10 Career Studies

COVER LETTER EXAMPLE

John Bridges
#201, 315 10 Avenue South East
Calgary, Alberta T2G 0W2
(463) 567-6845

June 20, 2005

Ms. Helen Wheels
Assistant Manager
Discount Shoe Outlet
P.O. Box 46
Calgary, Alberta T2N 2W1

Dear Ms. Wheels:

RE: SALES CLERK POSITION

I would like to apply for the Sales Clerk position which was advertised in today's *Calgary Herald*. Next week I will graduate from Lew Wallace High School and could begin work immediately.

As you will note from the enclosed resume, during the past two years I have worked as a part time clerk at the Busy Bee Grocery Store. My duties included stocking shelves, assisting customers and preparing orders for delivery.

As a result of my experience with customers, I feel very qualified to fill your Sales Clerk position and would like to arrange an interview at your earliest convenience.

Thank you.

Sincerely yours,

John Bridges

Enclosure

Student Handout: Unit 3 Lesson 3



Gr. 10 Careers

KWLF: Job Search Tools and Strategies

What I Know	What I Want to Know	What I Learned	How I Will Use This Learning in the Future
What are the job hunting strategies and job search tools?	What is it that you need to know about finding a job?	What is it that you learned in this unit about looking for a job?	How will you use the information gained in each lesson in the future?

Student Handout: Unit 3 Lesson 3



Assessment Tool: Unit 3 Lesson 3

GLC20

Assessment Tool

Cover Letters Checklist

- short
- personal
- focused
- researched
- interesting
- a request for action
- perfect
- appealing to the eye
- correct format

Achievement Category: Application Scoring Scale:

9 of 9	= Level 4
8 of 9	= Level 3
6 or 7 of 9	= Level 2
5 of 9	= Level 1

LEVEL _____

From Career Studies 10 Public Profile