

## Title: How to Write a Cover Letter

<b>Objectives</b> <ul style="list-style-type: none"> <li>Students will practice writing a cover letter.</li> </ul>				<b>Time frame to Complete</b> Approximately 45 minutes														
				<b>NRS EFL</b> 4														
Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:	
x	x		x															
<b>Standard(s) Addressed in Lesson</b> Convey Ideas in Writing																		
<b>Benchmark(s) Addressed in Lesson</b> <ul style="list-style-type: none"> <li>W.4.2 Write for varying purposes (for example, to persuade, to explain, to entertain).</li> <li>W.4.3 Write for varying types of tasks (for example, business letters, job applications, literature responses, informational essays, informal writing).</li> </ul>																		
<b>Materials</b> <ul style="list-style-type: none"> <li>Computer</li> <li>Internet access</li> <li>Worksheets</li> <li>Suggested online sites include:</li> </ul> <p>Purdue Owl Engagement  <a href="http://owl.english.purdue.edu/engagement/index.php?category_id=34&amp;sub_category_id=42">http://owl.english.purdue.edu/engagement/index.php?category_id=34&amp;sub_category_id=42</a></p> <p>The Writing Center @ The University of Wisconsin – Madison  <a href="http://writing.wisc.edu/Handbook/CovLetter_structure.html">http://writing.wisc.edu/Handbook/CovLetter_structure.html</a></p>																		
<b>Learner Prior Knowledge</b> Students should have a minimal understanding of turning on computer and opening the internet.																		
<b>Activities</b> <p><u>Step 1</u>          Give students the handout "How to Write a Cover Letter."</p> <p><u>Step 2</u>          Ask students to turn on computer, open the internet, and go to the website:</p>																		

Step 3

Give the students the handout and the guidelines given on the website.

Step 4

Go through the aspects of the site to assist their understanding of the format and the necessary information needed to complete writing a cover letter.

Step 5

The student is to compile their personal information to fill in the cover letter template.

**Assessment/Evidence**

Students will gain the skill of compiling a standard "Cover Letter."

**Adaptations for Beginning Students**

One-on-one help may be needed for students who can not articulate past work experience

**Adaptations for Advanced Students**

Students with advanced computer skills can print their letters.

**Teacher Reflection/Lesson Evaluation**

## Cover Letter Template

### Contact Information

The first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

#### Your Contact Information:

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

#### Date

#### Employer Contact Information:

Name  
Title  
Company  
Address  
City, State, Zip Code

#### Salutation

Dear Mr./Ms. Last Name:

#### Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

#### First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

#### Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

#### Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

#### Complimentary Close:

Respectfully yours,

#### Signature:

Handwritten Signature (for a mailed letter)

Typed Signature

## **Cover Letter Template**

### **Contact Information**

The first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

### **Your Contact Information:**

### **Date:**

### **Employer Contact Information:**

### **Salutation**

### **First Paragraph:**

### **Middle Paragraphs:**

### **Final Paragraph:**

### **Complimentary Close:**

### **Signature:**