**Week 3: Cover Letter Essentials**

**Lab Objectives:**

By the end of this lab, students will be able to:

1. Write a **compelling cover letter** tailored to a job description.
2. Understand how to align their skills and experiences with a company's needs.

**Activity 1: Cover Letter Writing**

**Task:**

* Write a **1-page cover letter** for a job you previously researched.
* The letter should demonstrate:
  + Understanding of the company's needs.
  + Highlights of **relevant skills and achievements**.
  + A clear expression of enthusiasm and interest in the role.

**Instructions for Writing a Strong Cover Letter**

**Step 1: Research the Company**

* Visit the company’s **website, LinkedIn page, and recent job postings**.
* Identify their **mission, values, and recent projects**.
* Understand what they **prioritize in hiring** (e.g., teamwork, innovation, leadership).

**Step 2: Structure of a Cover Letter**

1. **Header:**
   * Your **name, contact information, date**.
   * Employer’s **name, title, company, and address**.
2. **Opening Paragraph:**
   * Introduce yourself and state the **position you’re applying for**.
   * Mention how you found the job listing.
   * Briefly state why you’re excited about the role/company.
3. **Body Paragraph(s):**
   * Highlight **2–3 key skills or experiences** relevant to the role.
   * Provide **specific examples** (e.g., projects, internships, achievements).
   * Connect your experiences to how they align with **the company’s needs**.
4. **Closing Paragraph:**
   * Reaffirm your enthusiasm for the role.
   * Mention **your availability for an interview**.
   * Thank the employer for their time and consideration.
   * Sign off with **“Sincerely, [Your Name]”**.

**Expected Deliverable:**

A **1-page cover letter** in **PDF or Word format**, following the structure above.

**Sample Cover Letter:**

**[Your Name]**  
[Your Address]  
[Your Email]  
[Your Phone Number]  
[Date]

**Hiring Manager’s Name**  
[Company Name]  
[Company Address]

**Subject: Application for Junior Software Developer Position**

Dear [Hiring Manager's Name],

I am excited to apply for the **Junior Software Developer** position at **XYZ Tech**. With a strong foundation in **Python and cloud computing**, I am eager to contribute to your team’s mission of delivering innovative software solutions.

During my time at **ABC University**, I led a project that **developed a web-based tool using Django and AWS**, which optimized data processing for over 1,000 users. This experience honed my **problem-solving and collaboration skills**, which I believe align with XYZ Tech’s commitment to efficiency and innovation.

I am particularly drawn to this role because of XYZ Tech’s focus on **AI-driven applications**. My recent internship at **DEF Solutions** allowed me to explore **machine learning integration into cloud services**, an area I am eager to expand upon.

I would welcome the opportunity to further discuss how my skills align with your team’s needs. I am available at your convenience for an interview. Thank you for your time and consideration.

Sincerely,  
[Your Name]