**Slide 1: Title Slide**

* **Explanation:** "This presentation is about cover letters. We'll learn what they are, why they're important, and how to write effective ones. My name is [Your Name], and this is for [Course Name/Purpose]."

**Slide 2: What is a Cover Letter?**

* **Explanation:** "A cover letter is a short letter you send with your CV or resume. It tells the employer why they should hire you. It's usually short, around 200-250 words, and it's often the first thing a recruiter reads."

**Slide 3: Why Do We Need It?**

* **Explanation:** "We need cover letters to highlight our skills that match the job, show we know about the company, summarize our experience for that specific job, and show we can write well."

**Slide 4: Example Scenario**

* **Explanation:** "Imagine you want someone to walk your dog. Alice sends a message saying she loves dogs and has experience. Bob just sends his CV. Who are you more likely to hire? Alice, because she shows enthusiasm and relevant experience."

**Slide 5: Think as an Employer**

* **Explanation:** "Employers want to know you're not just qualified, but also enthusiastic. They want to see you're serious about the job and that you'd be a good fit for their team."

**Slide 6: Cover Letter Structure**

* **Explanation:** "A good cover letter has a clear structure. Start with your and the employer's information, then a greeting. In the first paragraph, introduce yourself and why you want the job. The second paragraph shows how your skills match the job. The third (optional) shows your personality. The last paragraph closes the letter and suggests a follow-up."

**Slide 7: Cover Letter Tips**

* **Explanation:** "Remember these tips: keep it short, say what job you want, show you researched the company, address it to the right person, and use simple, professional fonts."

**Slide 8: Assignment**

* **Explanation:** "For your assignment, write a cover letter for a job you'd like. Compare it to your previous motivation letter and submit it by next Tuesday."