**AI acknowledgement**

**Grammarly:**

Use Grammarly to check for spelling/grammar errors in the text.

**ChatGPT:**

Use ChatGPT to complete the following tasks:

* Summarize the relevant sections of the textbook:

I send parts of the textbook content to ChatGPT and use the prompt:

"Please help me summarise the following content and extract the key points to note: (content)"

to generate material for a quick review of cover letters.

* Check if the cover letter format meets the requirements:

copy the relevant parts of the textbook and my cover letter into ChatGPT, and use the prompt:

"Please check if my cover letter meets the format according to this article and provide suggestions for modifications."

Then, I modified it based on ChatGPT's suggestions.