

Due date: 30 January, 2023 10pm GMT

Instructions

- Review the assignment brief below.
- Answer the planning questions listed below.
- Create an outline for your cover letter.
- Complete your assignment in a Google doc.
- Evaluate your writing using the 7Cs, and make any required changes to your cover letter.
- Download your finished assignment as a pdf and submit on Gradescope and Woolf.

Brief

- Identify an internship opportunity you might want to apply for in the future.
- Review the job requirements and write a cover letter to apply for the position.

Tip: To find internship job posting try googling "[Company Name] undergraduate internship application".

Planning Questions

- Determine your purpose: What is your purpose for writing? What do you want to accomplish?
- Analyse your audience: Who will read your writing, and what implications does this have on achieving your purpose?
- Gather your information: What information and evidence do you need to include in your writing to achieve your purpose?
- Organise your message: How should you organise your message's content to achieve your purpose?

Submission

Your submission should include:

1. Your answers to the planning questions
2. Your outline
3. Your assessment of your cover letter using the 7Cs.
4. The final version of your cover letter

Submit your assignment on Gradescope and then upload a copy to the Week 3 submission area on the Woolf platform.