

Cover letter

Our last assignment involved crafting and improving your **resumé**. The second most important document in most job applications is the **cover letter** (*aka statement of purpose*). This assignment's main goal is to **simulate** a job application so you can practice writing a cover letter for a prospective job.

The cover letter, while brief, must **highlight** aspects about yourself as a potential candidate, as well as how you may contribute to fulfill the expected roles listed out by the job advertisement.

You are asked to look for **job openings** in your area of specialization. (In most cases, websites such as LinkedIn, ZipRecruiter, and Indeed aggregate several job listings.) Read through the job description, the necessary documents to apply, and what is expected of applicants so they can move on to the interview process.

While it is likely that it is not yet time for you to apply for the job you have selected, it is worth taking the time to practice. Thus, when the time comes to perform actual applications, you will feel more **prepared**.

Submit (1) your cover letter and (2) the link to the job description by **11/24** (Monday), before class. Your cover letter should be **no longer than 1.5 pages**.

Note: In case you are considering applying for **graduate programs** after you leave Emerson, feel free to write a **statement of purpose** letter for a program you may potentially apply for in the future.

On the next page, I provide further **resources** to help you navigate this assignment.

Resources

- [Cover Letters: Explained \(PennState Student Affairs\)](#)