"COVER LETTER" ASSIGNMENT

FOLLOW INSTRUCTIONS BELOW CAREFULLY!
Staple THIS SHEET to the "front" of your assignment and submit it in class

	IMPORTANT!! Create a cover letter to apply to the program related position posted on D2L
	Pay close attention to proper ***spelling, grammar and punctuation*** – marks may be deducted

NOTE: Cover letter must be a true current representation ***NOT*** fictional or futuristic.

Refer to the Cover Letter Check List on the back before submitting assignment		
FORMAT (following proper business format outlined in class)	2	
CONTENT (3-4 paragraphs following the content layout outlined in class, intro, highlight education, highlight experience, closing paragraph)	3	
SPECIFIC POSITION REQUIREMENTS (targeted to the specific requirements outlined in the posting, accomplishment statements/proof)	3	
MARKETABILITY/SELL – Why Should I Hire You? (does it answer this question well, are you convincing)	2	
TOTAL	10	

Excellent: 9-10
Good: 7-8
Satisfactory: 5-6
Needs Improvement: below 5

COVER LETTER CHECK LIST

FORMAT

- Your personal address, date, and company address
- Salutation (including proper punctuation)
- Closing and Enclosure
- Consistent and proper spacing
- Proper letter format as per example provided on class PowerPoint

CONTENT

- Introductory paragraph, objective – why you are submitting your cover letter and resume
- Education paragraph, expand in program specific skills related to the position
- Experience paragraph, specific skills with accomplishment/proof statements, highlight transferable skills
- Thank you, closure paragraph – how you can be reached
- Marketability towards posting (is your content convincing enough)

GUIDELINES

- No more than one page
- Don't overuse "I"
- **Must be targeted** - make specific references to skills and qualifications outlined in the posting, provide proof statements/back-up for skills and qualifications highlighted
- Use company full mailing address and address it to the proper person
- **PROOF READ** – no spelling and grammar mistakes