



Cosmetology

Flexible Instruction Day

Assignment #1

Learning Standard	Reading Critically Reading-1.2.11 A Career Retention Career-13.3.11 A Reading/Writing 1.1.11.E.F., 1.4.11.D.E.F.Math- 2.9.11, 2.6.11,2.1.11-2.5.11, 2.7.11
Task & Description	Acquiring A Job
	Cover Letter

CONTACT INFORMATION/ASSISTANCE

Instructor Name: Ashley Rocco

Instructor E-Mail: rocco@butlertec.us

I will be available by email from 7:40-12 and 12:30-3:10 to answer your questions. Please reach out if you are having difficulty completing your assignments.

INSTRUCTIONS

✓ All work is due on the day we return to school as soon as you walk into the classroom. This is counted towards your attendance **and** as a classroom assignment.

✓ Please complete a one-page typed cover letter for your portfolio. Use the three sample cover letters provided, or any that you find on your own, as inspiration for your own letter. Do not simply copy a provided cover letter and fill in your information. Instead, use the letters provided as ideas to get you started. Use your real information, as the goal is for you to use this to get your first cosmetology-related job. Follow all criteria on the Cover Letter Rubric for scoring guidelines and what should be included in each paragraph. This will be out of twenty points.

Name: _____

Session: _____

_____/20 points