Cover Letter Online Assignment - Year 1

A couple of weeks ago, your teacher should have presented the introduction to Job Postings and Cover Letters, where you looked through four examples of Cover Letters written for a cook position and rated them as an employer might do when deciding whom to call in for an interview. That PowerPoint is available for you to review, since it's been a few weeks.

Now, it is your turn to create one for the Friday, October 30 Online Assignment.

Why?

- A cover letter is written to go with your resume when applying for a job. It is the formal way to ask for a job interview, and to make a great impression before you've met them.
- It gives you a chance to explain why you want the job, prove why you are the right candidate, and show how your skills and experience match up with what they need.
- A cover letter is a time to be persuasive and sell the benefits you have to offer. Why should they pick you instead of someone else?

To Get Started:

- Pick a job you want to apply for and use the details in the job posting to write your cover letter.
- You can use a job posting you find online like www.indeed.com/browsejobs, www.portjobs.org, www.jobs.seattletimes.com, use the pretend ones in this lesson, or use any examples provided by your teacher.
- If you do not choose one of the provided postings, upload the job posting with your cover letter so your teacher can see that you've matched up their expectations with your experiences and skills.

Content:

- **Your opening paragraph** should clearly state the job you are applying for and why you want to work for them, and if possible where you heard about the job.
- **Your second paragraph** gives at least 3 compelling reasons why you are an excellent fit for the position based on requirements in the job posting. Give specific examples of how your skills and experience match up with the job requirements.
- Finally, **your third paragraph** politely asks or expresses hope for an interview, and reminds them the best way and times to reach you.

Process:

Once you've created your first draft, you should get peer feedback before turning it in. Your teacher may have you put them in the "Posts" section of your Teams classroom, or print them out next week and share that way.. The goal is to get and give feedback three times, stating one thing you liked about the letter and one suggestion for improvement. Finally, you will turn in your revised Cover Letter through Teams.

Supports:

Use the provided "Cover Letter Blank Outline" document and type in your information there. Be sure to rename it with your name on it, so something like "Tania Ramirez' Cover Letter."

- Review the rubric to see the targets for earning a level 4.
- When you post information for peer feedback, don't give them your real contact information. Before you turn it in to your teacher, change it back to your real info.

- Make sure that you delete the hints that are highlighted in yellow.
- Be sure to follow the Business Letter Format, where everything is lined up on the left side, and include all required information.

Deadline:

Your Cover Letter, revised with any peer feedback, must be submitted to your teacher by the end of Wednesday 11/04/2026. If it is not turned in by then, you will get an unexcused absence for Friday 10/30/2026. Whether it is turned in on time, or late, it is still a requirement for every student and their Capstone Project, so please turn it in when it is due.