Cover Letter Online Assignment - Year 2

Why?

- A cover letter is written to go along your resume when applying for a job and asking for an interview.
- It gives you a chance to explain why you want the job, prove why you are the right candidate, and show how your skills match up with what they need.
- A cover letter is a time to be persuasive and sell yourself. Why should they pick you someone else?

To Get Started:

- Find and open up the cover letter you wrote last year. You may still have access to your Google Drive if it still exists. Or, search for it in your OneDrive, or wherever the district moved student files to. It might also be in your Capstone Project presentation.
- You can also create a new one from scratch on the "Cover Letter Blank Outline" document.
- All students should update the details in paragraph 2, to reflect their growth in skills since October of last year. Be proud of the growth you made and let it show in your new work!
- **If you received less than a level 4 on your work last year, please edit it to eliminate mistakes in grammar, punctuation, spelling, add missing details and be sure it follows the Business Letter format**. Be proud of your improved communication and writing skills and let it show. Remember that this is the first impression a potential employer will likely have of who you are and what you have to offer.
- **Review the rubric to see the targets for a level 4**.
- Complete a round of peer evaluation to get and give feedback from classmates before turning it back to your teacher in Teams (or on your Capstone Project site and tell your teacher that is where it is). **Be sure you block out your personal contact info when having peers review your work.**

- **Optional**: If you are currently looking for a job, write a new Cover Letter for the job you are applying for, and also make sure your resume is up to date. Be sure this one includes your real contact information so an employer can reach you. You can use a job posting you find online from www.jobs.seattletimes.com, www.portjobs.org, www.indeed.com/browsejobs or other places.

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.