


Making the Connection – Cover Letter

<p>What is a cover letter?</p>	<p>A cover letter is typically sent with your resume when applying for a job.</p> <p>Cover letters:</p> <ul style="list-style-type: none"> • Introduce you to the potential employer/organization • Explains why you are sending your resume • Provides additional information about you
<p>1. Consider these tips to write an effective cover letter.</p>	<ul style="list-style-type: none"> • Use simple, straight forward language and grammar • Use correct grammar and spelling • Let your letter reflect your individuality • Send your letter directly to an individual if possible • Spell letter recipient's name correctly • Be friendly, not pushy • Stick to the point of the letter • Make sure to proofread
<p>2. Include the following in the body of the cover letter:</p> <p>First paragraph – reason for writing</p> <p>Second paragraph – point out qualifications</p> <p>Third paragraph – call attention to resume, reiterate interest</p> <p><i>(*CCRS Canvas Module has easy cover letter template for you to download)</i></p>	<div> <p>Your street address Your city, state, zip code</p> <p>Month, Day, Year</p> <p>Mr./Ms./Dr. Name Title Name of company/organization Company address City, State, Zip code</p> <p>Dear Mr./Ms./Dr. Last Name</p> <p>Paragraph 1: Answers “<u>Why</u> am I writing?”</p> <ul style="list-style-type: none"> • Identify the position and the company • Indicate how you learned about the position • Request the employer's consideration • Introduce basic information about yourself <p>Paragraph 2: Answers “<u>Who</u> am I, and <u>why</u> should you hire me?”</p> <ul style="list-style-type: none"> • Contain a brief summary of your personal data and work experience. • Relate your skills, experiences, and qualities that would benefit you in this position <p>Paragraph 3: Answers “<u>What</u> is my next step?”</p> <ul style="list-style-type: none"> • Refer the reader to your enclosed resume • Reiterate your interest in the position • Specify how you will follow up <p>Sincerely</p> <p>Your signature</p> <p>Your name</p> </div>
<p>3. Log into Naviance</p>	<div>  <p>Username: district ID#</p> <p>Password: district password</p> </div>

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4. Task Completion:	Download Cover Letter Template from CCRS Canvas module. Complete/save cover letter. Click the title of the task, Upload Completed Cover Letter . Click Browse... to locate your saved cover letter and upload it to the task.
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