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| **What is a cover letter?**  | A cover letter is typically sent with your resume when applying for a job. Cover letters:* Introduce you to the potential employer/organization
* Explains why you are sending your resume
* Provides additionl information about you
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| 1. Consider these tips to write an effective cover letter.
 | * 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
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| 1. Include the following in the body of the cover letter:

**First paragraph** – reason for writing**Second paragraph** – point out qualifications**Third paragraph** – call attention to resume, reiterate interest***(\*CCRS Canvas Module has easy cover letter template for you to download)*** |  |
| 1. Log into **Naviance**
 |  **Username: district ID#****Password: district password** |
| 1. **Task Completion:**
 | Dowload **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.  |