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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 |
| 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 |
| 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. |