



Task Title: Cover Letter Content

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description: Use words to create sentences for use in cover letters and search online for complete company information.

Competency: A: Find and Use Information
B: Communicate Ideas and Information

Task Groups: A1: Read continuous text
A2: Interpret documents
B2: Write continuous text

Level Indicators:

- A1.2: Read texts to locate and connect ideas and information
- A2.2: Interpret simple documents to locate and connect information
- B2.3: Write longer texts to present information, ideas and opinions

Materials Required:

- Pen and paper or digitized task
- Computer with internet access

Learner Information

Cover letters must be very precise and concise; no spelling or grammatical errors and make your points clearly.

Cover Letter Content

Cover letters should be written in a business professional way. A cover letter is meant to get the attention of the employer and to entice them to read your resume and ultimately grant you an interview.

Cover letters should never be generic! Always research and understand the company you are applying to. Prepare a new cover letter for each opportunity.

Cover letters should never be any longer than one page. An employer spends less time on a cover letter than a resume. Usually about 20 seconds.

What content goes into a cover letter and what does it look like?

Cover letters are business letters and should follow a business format.

- Same heading as your resume
- Full business address
- Contact person
- Date
- Content of the letter
- Signature line

Cover letters have three main components which include an opening paragraph, the body of the letter or second paragraph and the closing or third paragraph.

- Paragraph One - Introduce yourself, the purpose of the letter and be clear
- Paragraph Two - List your skills and responsibilities and how they would relate to the position you are seeking. This is used to persuade the employer you are a good fit.
- Paragraph Three - Request an interview or possibly a follow up phone call, or email and a reminder of the benefit to hiring you.

Deciding on the correct words to use in a cover letter is difficult for most people. Putting it into a sentence is even more difficult. Here are just a few keywords that may be used in a cover letter.

opportunity

performed

scheduled

seeking

implementing

displayed

And here is how they have been used

- I am seeking a position in your company in either customer service or administration.
- I have been responsible for implementing a standardized system for tracking data.
- My work has involved scheduling for shipments to be delivered globally.
- I would like to take this opportunity to discuss my skills further at your earliest opportunity.

Work Sheet

Task 1: What information goes into the second paragraph?

Answer:

Task 2: What type of information goes into the last paragraph?

Answer:

Task 3: How much time does an employer take to look at the cover letter?

Answer:

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Task 4: Locate addresses for two companies in your area. Use the internet.

Answer:

Task 5 : Write a cover letter to a company that interests you. Print the cover letter and give it to your instructor.