Task Title: Cover Letter Content

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy):_____

Successful Completion: Yes ☐ No ☐

Goal Path:	Employment	☐	Apprenticeship
Secondary School	Post Secondary		Independence ☐

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

Performance Descriptors: See chart on last page
Materials Required:
- Pen and paper and/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

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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:

_____

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.

Answer Key

Task 1: What goes into the second paragraph?

List your skills and responsibilities and how they would relate to the position you are seeking

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

A request for an interview

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

An average of 20 seconds

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

The information should look like this example and there should be two listed.

Greater Peterborough Chamber of Commerce

175 George Street North

Peterborough, Ontario, Canada

K9J 3G6

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

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B2.3	writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			

Task Title: CoverLetterContent_E_A1.2_A2.2_B2.2_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	selects and uses vocabulary, tone and structure appropriate to the task			
	organizes and sequences writing to communicate effectively			
	uses a variety of vocabulary, structures and approaches to convey main ideas with supporting details			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g. internet, software help menu)			

Practitioner Copy

Performance Descriptors 2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

_____