



Task Title: Cover Letter Content

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

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.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device with word processing program (e.g. Microsoft Word or Google Docs)
- Printer (optional)

Learner Information

Cover letters must be very precise and concise. They should not contain any spelling or grammatical errors. Every point should be made clearly.

Read "Cover Letter Content".

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. Include 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: Using the internet, locate addresses for two companies in your area.

Answer:

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Task 5: Using a word processing program on the computer, write a cover letter to a company that interests you. Print the cover letter and give it to your instructor.

Answer: No written response required here.

Task completed: Yes:

Answers

Task 1: What goes into the second paragraph?

Answer: 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?

Answer: A request for an interview.

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

Answer: An average of 20 seconds

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

Answer: 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.

Answers will vary.

Performance Descriptors

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			
	selects and uses vocabulary, tone and			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	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)			

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
