

Graded Assignment

Cover Letter (20 points)

In this assignment, you will write a cover letter. A cover letter is a type of business letter that's sent to an employer when you're applying for a job. A cover letter explains to the employer why you want a particular job and what makes you qualified for it. Cover letters explain your experience and qualifications in detail. The ability to write a good cover letter shows employers that you have strong communication skills. A cover letter should be less than one page long. It's also important for a cover letter to be clearly written, without errors in spelling, grammar, or punctuation.

Job Posting

Before you write the cover letter, you need to get details about the job. Below is a sample job posting you can use to write your cover letter. Job postings are ads placed in newspapers and on websites to find applicants for the job.

Job Posting: Intern

Description: This internship is an opportunity to explore the high-tech professional world. The intern will sort and file office materials, assist with the preparation of project schedules and documents, write and send emails, perform basic communications tasks, participate in team meetings, observe interaction with clients, and enter data into computer systems.

Qualifications:

- Interest in technology.
- Ability to use word processing programs, search online, and write and send email.
- Ability to think and adapt quickly in stressful situations.
- Strong communication and organization skills.
- Positive attitude and willingness to learn.
- Have or are working toward a high school diploma.

For more information, please contact:

Shane Evalt
Hiring Director
Dongle.com
310 Washington Street
Atlanta, GA 30312

Parts of a Cover Letter

A cover letter has four parts.

The first part is the **heading**. The heading lists the date of the letter, your contact information, and the contact information of the company you're sending the letter to.

The **introduction** begins with a greeting to the person you're writing to, and then states why you'd be a good match for the job.

The **body** gives details about your qualifications for the job. The body can be several paragraphs.

The **closing** concludes the letter, and then ends with your signature.

SAMPLE COVER LETTER

July 10, 2012

Taylor Chen
123 Example Street
Exometown, WA 98102
(206) 555-1234

HEADING

Jacob Reyes
Bayview Technical Services
41 Elliot Street
Seattle, WA 98102

Dear Mr. Reyes:

INTRODUCTION

I read about the intern position on monster.com and would like to be considered for the position. My computer skills and positive attitude make me a good match for this position.

My positive attitude would make me a good fit for this job.

My strong computer skills would be an asset to your company.

BODY

My excellent computer skills and positive attitude make me a strong candidate for the position. I am looking forward to meeting with you to discuss the position. Thank you for your time and I look forward to hearing from you soon.

CLOSING

Sincerely,

Taylor Chen

Assignment

For this assignment, you will write your own cover letter using the Sample Job Posting. Refer to the Sample Cover Letter for placement of the parts and spacing. Make sure your cover letter meets the assignment goals below. Save this document as `Cover_Letter_Your_Name` and submit it to your teacher.

	Points Possible	Points Earned
The cover letter is single-spaced.	1	
The cover letter has a heading. The heading includes the date, your name, address, and phone number; and the name Shane Evalt and his address.	2	
The cover letter has a greeting that says Dear Mr. Evalt.	1	
The introduction has a sentence that tells Mr. Evalt that you are applying for the intern position and where you heard about the position.	2	
The introduction lists two reasons why you'd be a good fit for the position. (Don't use the same ones listed in the sample.)	2	
The first and second body paragraphs each explain in at least two sentences a reason why you'd be a good fit for the position.	2	
The closing summarizes the information in the body, lets the person reading the letter know you'd like to interview for the job, and thanks the reader for their time.	2	
The cover letter has a closing that says Sincerely and your name.	1	
The cover letter has been spell-checked and proofread. There are no errors in the letter's spelling, punctuation, spacing, capitalization, and grammar. The letter is professional and clear.	2	
There are blank lines between each section of the cover letter where the ENTER key has been pressed and then pressed again, to create a little bit of space between the sections.	2	
The cover letter represents your own work and is not an exact replica of the Sample Cover Letter.	2	
The cover letter is saved as <code>Cover_Letter_Your_Name</code> .	1	
Total Points	20	