

ASSIGNMENT 2.2: Cover Letters
GLC20

Name:

Level:

Description:

Using the job posting you have found in the previous assignment, create a cover letter to use in your application. This cover letter should be 150-250 words, and introduce yourself to the potential employer. You should highlight your strengths and experiences, talking about how they are relevant to the job you are applying for. Finally, you should ask for the employer to read your resume, and for an opportunity to have an interview.

Instructions:

Your cover letter should:

1. Be formal and use proper spelling and grammar. –Use a spell check!
2. Address the person who is responsible for hiring, such as the hiring director, manager, or human resources.
 - a. Use the person's name, when writing to the person. When writing to a company or general position, use a title.
3. State the position you are interested in applying for.
4. Highlight your skills and experiences that make you right for the job.
5. Invite the person reading your letter to read your resume.
6. Ask for an opportunity to interview for the job.
7. Be about 150-250 words long.

Success Criteria	Level 4	Level 3	Level 2	Level 1
Skills, Strategies and Habits of Success. Your cover letter follows professional formatting and writing standards.	Your cover letter is properly formatted, using a professional layout, font, and language. Your cover letter has no spelling and grammar errors.	Your cover letter is properly formatted, using mostly professional layout, font, and language. Your cover letter has 1-2 spelling or grammar errors.	Your cover letter is somewhat properly formatted, using some professional layout, font, and language. Your cover letter has 3-4 spelling or grammar errors.	Your cover letter is not properly formatted, using unprofessional layout, font, or language. Your cover letter has 5+ spelling or grammar errors.
Preparing for the World of Work. Your cover letter highlights your relevant skills and experiences, invites the reader to read your resume, and asks for an interview.	Your cover letter invites the reader to read your resume and give you an interview with great clarity. Your cover letter includes highlights of your relevant skills and experiences, strongly connecting them to the job posting.	Your cover letter invites the reader to read your resume and give you an interview with clarity. Your cover letter includes highlights of your relevant skills and experiences, connecting them to the job posting.	Your cover letter invites the reader to read your resume or give you an interview with some clarity. Your cover letter includes highlights of your relevant skills and experiences, but does not connect them to the job posting.	Your cover letter invites the reader to read your resume or give you an interview with limited clarity. Your cover letter includes highlights of your relevant skills or experiences, but does not connect them to the job posting.

EXAMPLES:

**A job that you are qualified for*

TO: Recruiting Director, Harry Rosen

FROM: Mr. Barter

RE: Application for Sales Associate Position, Bloor St. Location

To Whom It May Concern:

My name is Mr. Barter, and I am writing to you to express my interest in the sales associate position at your Bloor St. location. I have a passion for menswear and have over 15 years of experience in the clothing industry and sales. Some of my experiences include creating custom wardrobe options for clients, fitting garments and marking alterations as needed, as well as delivering excellent customer service through relationship-based selling. I have worked for several menswear companies, as outlined in my resume, and I am sure my skill and experience will be an asset to your sales team.

I've attached a copy of my resume, which I hope you have an opportunity to read. I would very much like to meet with you in person to discuss how I am qualified and ready to take on this exciting opportunity. Please feel free to contact me to arrange an appointment that is convenient to you, or to discuss any questions you may have about my application.

Sincerely,
Mr. Barter

(555) 123-4567
myemail@domain.com

**A job that you are not so qualified for*

TO: Jane Smith, Manager, PJ's Pet Store

FROM: Mr. Barter

RE: Application for Part-time Animal Care & Sales Position

Good day Ms. Smith,

My name is Mr. Barter, and I am writing to express my interest in the Part-time Animal Care & Sales position at PJ's Pet Store. I have a love for animals, and animal care, and would like to continue to build my experience by working at your store. I have cared for my own pets for the last six years, which include two cats, a bearded dragon, and several fish. Additionally, I frequently care for dogs in my neighbourhood, while their owners are away. I have experience in providing good customer service, as I have maintained good relationships with dog owners in my neighbourhood, worked at the London Ice Cream Factory during the past summer, and volunteered at various events at my school.

I have attached a copy of my resume, which outlines my experiences and skills in more detail, and I hope that you will have an opportunity to read over it. I would love to meet with you, and discuss how I can take my passion for animal care and apply it in your store. Thank you very much for your time and consideration.

Sincerely,
Mr. Barter

(555) 123-4567
myemail@domain.com