Cover Letter Assignment

Overview: A cover letter is a part of a job application often requested by employers. It is a business letter, formally written to link your unique experiences and skills (described in your resume) with the requirements of a job (described in a job description). You can expect to write a unique cover letter each time you apply for a job or internship.

A cover letter should discuss the position you are seeking, how you heard about that position, why that position and company interest you, why you are qualified for this position (i.e. bringing in your past employment and educational experiences), how you can uniquely contribute to the organization’s success, and your contact information. Your cover letter should be free of errors and must be clear, concise, and tailored to a specific position/company.

Instructions:

1. Find an internship/job posting and develop a cover letter that matches your student values, skills, and experiences to the requirements outlined in the internship or job description. Please refer to the FDFCC Cover Letter Writing Guide (in the Cover Letter Folder in Blackboard) for assistance.

2. Bring your draft cover letter and internship/job description to class during week 4 (September 19). Our guest speakers from the F. David Fowler Career Center will facilitate a workshop that will help you to improve your cover letter.

3. Following the class session, revise the draft cover letter and submit it to GWorkSB in Word format along with the position description included in the same document. A Fowler Coordinator and a Career Coach will review your cover letter and provide some feedback for improvement no later than November 1.

The deadline for this assignment is Friday, September 26, 2016 at 5:00 PM EST. Up to 10 points are awarded for this assignment.