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**M4 Lesson 4: Writing a Cover Letter Assignment**

Core Competencies:

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| * Communication | * Thinking | * Personal & Social |

Big Ideas:

* Career-life decisions are influenced by internal and external factors, including local and global trends.

Curricular Competencies:

* Communicate with the intent to highlight personal strengths, talents, accomplishments and abilities
* Explore and reflect on career-life roles, personal growth, and initial planning for preferred career-life pathways
* Identify career-life challenges and opportunities, and generate and apply strategies

In this assignment, students will learn the basics of writing a cover letter, and strategies to make their cover letters stand out amongst the competition!

Assignment

Your task for this assignment is to write a cover letter that is linked to a part-time position or job of your choice that you have found in your community. Make sure you review some of the content on the previous page around cover letters and have a look at a few sample letters to help you get started. Use powerful language and give examples of how you have demonstrated the skills the employer is looking for in the position.

Instructions:

1. Search online for a part-time position in your community that you meet the qualifications for. You are welcome to use your community newspaper, an online search, or perhaps the career centre at your school. myBlueprint also has a tool for finding available positions. Click "Work" on your dashboard and then "Job Search"
2. Under the Job Search tool, choose "Entry Level" or "Volunteer", then the name of your city under "Where are you looking?" Use certain key words to help your search.
3. Once you have found a position that you are going to write a cover letter for, search online to see if you can find the name of the hiring manager or contact person for the position. Look at the organization's website or try to find their LinkedIn profile. If you were planning on submitting your cover letter and can't find the name of the contact person, call the organization and ask who you should address the letter too. If not, you can just make up a name for this purpose!
4. You are now ready to get started on your cover letter. myBlueprint has made it incredibly easy for you to format your letter. Under the "Work" heading, choose "Cover Letters". Then click “+ Add Cover Letter”
5. Give your letter an appropriate title and complete the required sections. Please make sure that:

* Your information is complete (including your FULL address and telephone number)
* The employer information is complete (including their full address and job title - search online for the information)
* Your three paragraphs and closing are a reflection of how fantastic you are! A helpful hint is to have your resume next to you as you develop your cover letter BUT don't just restate your resume. Explain how the skills on your resume are transferable to the skills that the employer is looking for.

1. Continuously preview your resume using the "Preview Cover Letter" button on the bottom right side of the screen
2. When previewing your cover letter, choose a cover letter format that appeals to you.
3. Download your cover letter to your myBlueprint Grade 10 eportfolio, as well as exporting it to a .pdf and submitting it here.

Congratulations! You just completed your first cover letter!

Assessment

(see below)

