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| --- | --- | --- | --- | --- | --- |
| **Teacher Led** |  | **Requires Computer** | **X** | **Requires myBlueprint.ca** | **X** |

This activity will help students write a cover letter to present to potential employers and educators. Complete each section by following the instructions below.

**LEARNING GOALS:**

1. Students will discuss the importance of a cover letter when applying for employment
2. Students will create a cover letter, based on the student’s choice of job application

**MATERIALS:**

* Computers, tablets or mobile devices
* Handout [A] - Cover Letter Guidelines
* Handout [B] - Pre-writing Activity
* Handout [C] - Creating a Cover Letter

**GETTING STARTED:**

1. Have students visit [www.myBlueprint.ca](http://www.myBlueprint.ca), and enter their email and password to log in.
* **Forgotten password?** Students can reset their passwords by clicking on the ‘Forgot your password?’ link in the green Existing User box.
* **Forgotten email?** As a teacher/counsellor, you can reset your students’ emails and passwords in your Student Manager or My Classes.

**INSTRUCTIONS:**

1. As a class, review the guidelines for creating a cover letter on **Handout [A] - Cover Letter Guidelines** as a class or in pairs.
2. Provide students with **Handout [B] - Pre-Writing Activity** and allow students to access their myBlueprint accounts and complete the worksheet independently.
3. Using the myBlueprint **Cover Letter** tool, have students follow the directions and create a cover letter using their answers in **Handout [C] - Creating a Cover Letter** to be added to a portfolio in **Portfolios** or printed and handed in.

**HANDOUT [A] - COVER LETTER GUIDELINES**

Review the following cover letter guidelines below as a class or with a partner to help you complete **Handout [B] and [C]** to create your own tailored cover letter for a specific job.

**[A] WHAT IS A COVER LETTER?**

* A letter that accompanies your resume when applying for a position
* An explanation of how you found out about the position and why you feel you are a good fit
* A way to sell yourself
* A way you set yourself apart from other applicants

**[B] COVER LETTER GUIDELINES**

* ALWAYS include a cover letter
* Keep it brief - one-page maximum
* Tailor the letter to match the requirements of the position
* Stress how you will add to the organization
* Be specific and clear
* Focus on three qualities that distinguish who you are
* Project confidence and be positive
* Try to personalize your letter to a specific person and ensure correct spelling of their name
* Edit for spelling and grammar errors

**Additional Notes:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**HANDOUT [B] - PRE-WRITING ACTIVITY**

***Reflecting on a Job Position***

1. Select **Work** from the menu navigation on the left hand side of your screen. Select the **Job Search** tab.
2. Look for a job by entering a search keyword in the search field and click **Search.**
3. Choose a job of interest to you that you are qualified for (Tip: add the keyword “student” in your search to find appropriate jobs).
4. Using the job posting you chose, answer the following reflection questions.

*Job Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Why are you interested in this job? (Tip: Try looking for the job/position in the occupation planner!)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Why do you want to work for this company/organization? (Tip: If you don’t know, do some research on the company/organization!)*

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*What are some skills, knowledge, or experience you have that are relevant to the job or position? (Tip: look at the requirements of the job/position)*

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*Why would you be a good match for this job or company/organization?*

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**HANDOUT [C] - CREATING A COVER LETTER**

1. Select **Work** from the menu navigation on the left hand side of your screen and select **Cover Letters**.
2. Complete each section from the left menu (Your Information, Employer Information, etc.) using your answers in Handout A to guide you.
3. When you are ready, click on **Preview Cover Letter**
4. Review the layout, check for errors, and click **Export Cover Letter** and download your preferred format.

**Use the space below to create a rough draft of your cover letter:**

Paragraph 1 (Why do you want to work for this company? Why does this job appeal to you?):

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Paragraph 2: (Why should they hire you? What are some relevant skills or experience you possess?):

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Paragraph 3 (Why would you be a good match for this position/job?):

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\*\*If you don’t have a position or job in mind, find one! Use the myBlueprint **Job Search** from the **Work** menu on your home page\*\*