

Task Title: Cover Letter Content

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started (m/d/yyyy):**

**Date Completed (m/d/yyyy):**

**Successful Completion:**  Yes No

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Task Description:** Use words to create sentences for use in cover letters and search online for complete company information.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

**Task Groups:** A1: Read continuous text

A2: Interpret documents

B2: Write continuous text

**Level Indicators:**

* A1.2: Read texts to locate and connect ideas and information
* A2.2: Interpret simple documents to locate and connect information
* B2.3: Write longer texts to present information, ideas and opinions

**Performance Descriptors:** See chart on last page

**Materials Required:**

* Pen and paper and/or digital device
* Computer with internet access

# Learner Information

Cover letters must be very precise and concise; no spelling or grammatical errors and make your points clearly.

Cover Letter Content

Cover letters should be written in a business professional way. A cover letter is meant to get the attention of the employer and to entice them to read your resume and ultimately grant you an interview.

Cover letters should never be generic! Always research and understand the company you are applying to. Prepare a new cover letter for each opportunity.

Cover letters should never be any longer than one page. An employer spends less time on a cover letter than a resume. Usually about 20 seconds.

What content goes into a cover letter and what does it look like?

Cover letters are business letters and should follow a business format.

* Same heading as your resume
* Full business address
* Contact person
* Date
* Content of the letter
* Signature line

Cover letters have three main components which include an opening paragraph, the body of the letter or second paragraph, and the closing or third paragraph.

* Paragraph One - Introduce yourself, the purpose of the letter and be clear
* Paragraph Two - List your skills and responsibilities and how they would relate to the position you are seeking. This is used to persuade the employer you are a good fit.
* Paragraph Three - Request an interview or possibly a follow up phone call, or email. Include a reminder of the benefit to hiring you.

Deciding on the correct words to use in a cover letter is difficult for most people. Putting it into a sentence is even more difficult. Here are just a few keywords that may be used in a cover letter.

opportunity performed scheduled

seeking implementing displayed

**And here is how they have been used**

* I am seeking a position in your company in either customer service or administration.
* I have been responsible for implementing a standardized system for tracking data.
* My work has involved scheduling for shipments to be delivered globally.
* I would like to take this opportunity to discuss my skills further at your earliest opportunity.

# Work Sheet

**Task 1: What information goes into the second paragraph?**

Answer:

**Task 2: What type of information goes into the last paragraph?**

Answer:

**Task 3: How much time does an employer take to look at the cover letter?**

Answer:

**Task 4: Locate addresses for two companies in your area. Use the internet.**

Answer:

**Task 5: Write a cover letter to a company that interests you. Print the cover letter and give it to your instructor.**

# Answer Key

**Task 1:** What goes into the second paragraph?

**List your skills and responsibilities and how they would relate   
 to the position you are seeking**

**Task 2:** What type of information goes into the last paragraph?

**A request for an interview**

**Task 3:** How much time does an employer take to look at the cover letter?

**An average of 20 seconds**

**Task 4:** Locate information for two companies in your area. Use the   
 internet.

**The information should look like this example and there should be two listed.**

**Greater Peterborough Chamber of Commerce**

175 George Street North

Peterborough, Ontario, Canada

K9J 3G6

**Task 6:** Write a cover letter to a company that interests you. Print the cover letter and give it to your instructor.

# Performance Descriptors 1

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.2 | * scans text to locate information |  |  |  |
|  | * locates multiple pieces of information in simple texts |  |  |  |
|  | * makes low-level inferences |  |  |  |
|  | * makes connections between sentences and between paragraphs in a single text |  |  |  |
|  | * reads more complex texts to locate a single piece of information |  |  |  |
| A2.2 | * performs limited searches using one or two search criteria |  |  |  |
|  | * extracts information from tables and forms |  |  |  |
|  | * uses layout to locate information |  |  |  |
|  | * makes connections between parts of documents |  |  |  |
|  | * makes low-level inferences |  |  |  |
| B2.3 | * writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade |  |  |  |
|  | * manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks |  |  |  |
|  | * selects and uses vocabulary, tone and structure appropriate to the task |  |  |  |
|  | * organizes and sequences writing to communicate effectively |  |  |  |
|  | * uses a variety of vocabulary, structures and approaches to convey main ideas with supporting details |  |  |  |
| D.2 | * selects and follows appropriate steps to complete tasks |  |  |  |
|  | * locates and recognizes functions and commands |  |  |  |
|  | * makes low-level inferences to interpret icons and text |  |  |  |
|  | * begins to identify sources and evaluate information |  |  |  |
|  | * performs simple searches using keywords (e.g. internet, software help menu) |  |  |  |

# 

# Performance Descriptors 2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):