

		B9-L1	
Cover Letter		Core Competency: B9	Level 1, Introductory
Develop a cover letter			
Time to complete: 120 minutes			
Objectives	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> 1. State the purpose of a cover letter. 2. Write a brief cover letter. 		
Cross Competencies	H75 Demonstrate familiarity with a variety of technologies H78 Demonstrate basic computer skills H81 Demonstrate an ability to search for information on the internet		
Core Standards	Career and Vocational/Technical Education: Content Standards 1, 4 and 5 Workplace Competencies: Content Standards 1, 2 and 6		
Resources			
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources	
<ul style="list-style-type: none"> • B9L1PP1 Cover Letter Basics • B9L1WS1 Cover Letter • B9L1WS2 Peer Review 	<ul style="list-style-type: none"> • Newspapers or internet access • Computer access for preparing letters 	<ul style="list-style-type: none"> • <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom & Co. 	

MCA	Portfolio Project	Guest Speakers	Program of Work
	Include cover letter in portfolios		
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
			Employment Preparation (grade 12)

<i>Suggested Instructional Approach</i>		Notes
Introduction	An important part of the job search process is the formal written communication, called a cover letter. This business letter is sent with the resume to an employer. The letter introduces the student, on paper, to the employer, and explains the purpose of sending the resume. It also tells the employer that the student is interested in the job. One type of cover letter is called a response letter. This type of letter is written in response to an advertised position, usually a position advertised in the classified ads.	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • Examples of different qualities of papers and envelopes. • Internet access or local newspapers. • If you will be doing supplemental activities, make copies or arrange for the resource as needed. 	
<p><u>Anticipatory Set</u></p> <ol style="list-style-type: none"> 1. Ask students to brainstorm a list of steps they should follow when applying for a job. 2. If students' list does not include mailing a resume and cover letter, discuss why starting with cover letters and resumes are important. <p><u>Body</u></p> <ol style="list-style-type: none"> 3. Present PowerPoint <u>B9L1PPT1 Cover Letter Basics</u>. Read through the information with students. Show students samples of different kinds of papers to illustrate the differences between good quality paper and envelopes and everyday paper. 4. Distribute <u>B9L1WS1 Cover Letter</u>. Preview the information with students. Clarify expectations and timelines. 5. Technology Note: This lesson is a great time to introduce students to Word Templates. There are many letter templates which will assist with the layout of a letter as well as some basic wording which may be helpful. Have students create a cover letter. <p><u>Conclusion</u></p> <ol style="list-style-type: none"> 6. Review student letters. You may want to have a peer editing 		

<p>session before final copies are produced. Create partners and have them evaluate letters using B9L1WS2 Peer Review</p>		
Assessment	Copy of Cover Letter	

Supplemental Activities	<ul style="list-style-type: none"> • To practice writing letters, have students write a letter to someone in their life they would like to thank. The person can be a teacher, parent, friend, coach, etc. • Have students write letters to themselves addressing where they hope they are in 2 or 5 years. Keep the letters and mail them to the students when the time is appropriate. 	
--------------------------------	--	--