

		B9-L2	
<b>Cover Letter</b>		Core Competency: B9	Level 2, Intermediate
Develop a letter of application			
Time to complete: 120 minutes			
<b>Objectives</b>	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> <li>1. Review the elements of a cover letter and tips on preparing such a letter.</li> <li>2. Develop and write a letter of application.</li> </ol>		
<b>Cross Competencies</b>	H75 Demonstrate familiarity with a variety of technologies H78 Demonstrate basic computer skills H81 Demonstrate an ability to search for information on the internet		
<b>State Standards</b>	Career and Vocational/Technical Education: Content Standards 1, 4 and 5 Workplace Competencies: Contents Standards 1, 2 and 6		
<b>Resources</b>			
<b>Materials in Lesson Plan</b>	<b>Other Supplies Required</b>	<b>Supplemental Resources</b>	
<ul style="list-style-type: none"> <li>• B9L2WS1 Peer Review</li> </ul>	<ul style="list-style-type: none"> <li>• Newspapers or internet access</li> <li>• Computer access for preparing letters</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom &amp; Co.</li> </ul>	

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

<b>Suggested Instructional Approach</b>		<b>Notes</b>
<b>Introduction</b>	A cover letter, or letter of application, is an essential part of correspondence with an employer when searching for a job. Students should always include a cover letter to explain why they are sending the resume. The letter allows them the opportunity to highlight those aspects of their background that are relevant to the position which they are seeking. How students express themselves in writing may determine whether they are considered for a job.	
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Make copies of student handouts.</li> <li>• Internet access or local newspapers.</li> <li>• If you will be doing supplemental activities, make copies or arrange for the resource as needed.</li> </ul>	
<p>Discuss the importance of the cover letter. It is usually the first piece of an application that is read. As the commercial says, "You never get a second chance to make a first impression."</p> <ol style="list-style-type: none"> <li>1. Students will create a draft cover letter directed to a business in a field of their interest.</li> <li>2. Rather than the teacher simply correcting the rough draft, it may prove useful to have students engage in a peer review session. This will give students an opportunity to see other writing styles, both good and bad. Have them use <a href="#">B9L2WS1 Peer Review Sheet</a>.</li> <li>3. Break the class into pairs or teams and have them critique a sample cover letter written by the specialist which contains at least ten mistakes, i.e., poorly written, grammatical errors, typos, incorrect form, etc. Set a time limit and direct the pair/team to locate the mistakes that are in the letter. A small reward could be given to the pair/team that finds all of or the most mistakes.</li> </ol>		
<b>Assessment</b>	Copy of final cover letter	
<b>Supplemental Activities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	