

Putting Your Best Foot Forward

How to Write the Cover Letter

Task 2.1



Pre Task Activity

What does a good cover letter contain?



Example:
<https://docs.google.com/document/d/1-oMukEGEMMrFGAxsvBgdBbC6is7q5rEaliyILcSLTHc/edit?usp=sharing>

Goals

Write an effective cover letter using professional English.

1. Write your cover letter
2. Format your cover letter
3. Share your cover letter for feedback

1. Write your cover letter

Write the body of your cover letter, similar to the example in the video:

1. Interest, program, background
2. Introduction, motivation
3. Qualifications, relevant experience
4. Reference to resume, contact info, “thank you”

2. Format your Cover Letter

Format your cover letter, referencing the tips from the video.

1. Font (Arial or Times New Roman)
2. Font size (10-12pt.)
3. 3-4 paragraphs
4. Proper greeting and salutation



3. Share

Upload your Cover Letter to the shared Google folder.
Share it with the class. Give your classmates feedback.

errors

Elvis Aaron Presley[a] (January 8, 1935 – August 16, 1977), often referred to mononymously as Elvis, was an American singer and actor. Known as the "King of Rock and Roll", he is regarded as one of the most significant cultural figures of the 20th century. Presley's energized interpretations of songs and sexually provocative performance style, combined with a singularly potent mix of influences across color lines during a transformative era in race relations, led him to both great success and initial controversy.

Presley was born in Tupelo, Mississippi, and relocated to Memphis, Tennessee, with his family when he was aged 13. His music career began there in 1954, recording at Sun Records with producer Sam Phillips, who wanted to bring the sound of African-American music to a wider audience. Presley, on rhythm acoustic guitar, and accompanied by lead guitarist Scotty Moore and bassist Bill Black, was a pioneer of rockabilly, an uptempo, backbeat-driven fusion of country music and rhythm and blues. In 1955, drummer D. J. Fontana joined to complete the lineup of Presley's classic quartet and RCA Victor acquired his contract in a deal arranged by Colonel Tom Parker, who would manage him for more than two decades. Presley's first RCA single, "Heartbreak Hotel", was released in January 1956 and became a number-one hit in the United States. Within a year, RCA would sell ten million Presley singles. With a series of successful network television appearances and chart-topping records, Presley became the leading figure of the newly popular sound of rock and roll; though his performative style and promotion of the then-marginalized sound of African Americans[6] led to him being widely considered a threat to the moral well-being of white American youth.[7]

If you were reading
an application,
what would you
want to see in the
cover letter?

Exit Ticket 2.1