

# Cover Letter Lesson Plan

## Why Are Cover Letters Necessary?

- First impression: A cover letter is often the first thing an employer reads.
- Adds personality: Resumes are factual, but cover letters show enthusiasm and communication skills.
- Connects skills to the job: A cover letter gives context—why this job, why you.

## What Should a Cover Letter Accomplish?

1. Introduce you politely and professionally.
2. Show interest in the job and knowledge of the company.
3. Highlight your most relevant skills or experiences.
4. Encourage the employer to read your resume and call you for an interview.

## Step-by-Step Instructions

1. Heading and greeting: Include your info and the employer's info.
2. Opening paragraph: State the job and show enthusiasm.
3. Middle paragraph(s): Share one or two key skills with examples.
4. Closing paragraph: Thank the employer, show interest in an interview, sign off.

## Cover Letter Template

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]

Dear [Employer's Name],

I am writing to apply for the [Job Title] position at [Company Name], as advertised on [Job Posting Source].

I believe I would be a strong fit for this role because [insert one or two key reasons]. For example, [describe a short example of a skill, experience, or accomplishment that relates to the job].

I am very interested in working with [Company Name] and contributing my skills in [specific area]. I would appreciate the chance to discuss this position with you further. Thank you for considering my application.

Sincerely,

[Your Name]

### Cover Letter Rubric (10 Marks)

Criteria	Excellent (2)	Good (1)	Needs Work (0)
Format	Proper heading, greeting, closing	Mostly correct	Missing key parts
Clarity & Professionalism	Polite, easy to read	Somewhat clear	Informal/unclear
Connection to Job	Strong, relevant examples	Somewhat connected	No connection
Organization	Flows logically	Minor issues	Disorganized
Mechanics	No errors	Few errors	Many errors