



Career Life Education

Lesson 11: Writing a Cover Letter Assignment

Core Competencies:

- Communication
- Thinking
- Personal & Social

Big Ideas:

- Career-life decisions are influenced by internal and external factors, including local and global trends.

Curricular Competencies:

- Communicate with the intent to highlight personal strengths, talents, accomplishments and abilities
- Explore and reflect on career-life roles, personal growth, and initial planning for preferred career-life pathways
- Identify career-life challenges and opportunities, and generate and apply strategies

In this assignment, students will learn the basics of writing a cover letter, and strategies to make their cover letters stand out amongst the competition!

Assignment

Your task for this assignment is to write a cover letter that is linked to a part-time position or job of your choice that you have found in your community. Make sure you review some of the content on the previous page around cover letters and have a look at a few sample letters to help you get started. Use powerful language and give examples of how you have demonstrated the skills the employer is looking for in the position.

Instructions:

1. Search online for a part-time position in your community that you meet the qualifications for. You are welcome to use your community newspaper, an online search, or perhaps the career centre at your school. myBlueprint also has a tool for finding available positions. Click "Work" on your dashboard and then "Job Search"
2. Under the Job Search tool, choose "Entry Level" or "Volunteer", then the name of your city under "Where are you looking?" Use certain key words to help your search.
3. Once you have found a position that you are going to write a cover letter for, search online to see if you can find the name of the hiring manager or contact person for the position. Look at the organization's website or try to find their LinkedIn profile. If you

were planning on submitting your cover letter and can't find the name of the contact person, call the organization and ask who you should address the letter too. If not, you can just make up a name for this purpose!

4. You are now ready to get started on your cover letter. myBlueprint has made it incredibly easy for you to format your letter. Under the "Work" heading, choose "Cover Letters". Then click "+ Add Cover Letter"
5. Give your letter an appropriate title and complete the required sections. Please make sure that:
 - Your information is complete (including your FULL address and telephone number)
 - The employer information is complete (including their full address and job title - search online for the information)
 - Your three paragraphs and closing are a reflection of how fantastic you are! A helpful hint is to have your resume next to you as you develop your cover letter BUT don't just restate your resume. Explain how the skills on your resume are transferable to the skills that the employer is looking for.
6. Continuously preview your resume using the "Preview Cover Letter" button on the bottom right side of the screen
7. When previewing your cover letter, choose a cover letter format that appeals to you.
8. Download your cover letter to your myBlueprint Grade 10 eportfolio, as well as exporting it to a PDF file and submitting to your teacher at boliveira@cisnd.ca

Congratulations! You just completed your first cover letter!




Links:

www.canada.ca/en/services/youth.html

www.macleans.ca/work/jobs/how-to-write-cover-letters-that-stand-out/

and or search for sample cover letters

Assessment:

Cover Letter Rubric   					
Criteria	Ratings				Pts
Function	4.0 pts 100% Audience and purpose of the cover letter are strong and clear.	3.0 pts 75% Audience and purpose are present but could be stronger.	2.0 pts 50% Audience and purpose are less clear, and weak parts remain.	1.0 pts 25% Audience and purpose are not clear.	4.0 pts
Form & Content	4.0 pts 100% Format of the letter is clear. Each major section includes all required information (address, date, salutation, body, closing, signature).	3.0 pts 75% Format is mostly clear. Each major section includes most required information (address, date, salutation, body, closing, signature).	2.0 pts 50% Format is confusing. Major sections are missing information (address, date, salutation, body, closing, signature).	1.0 pts 25% Format is hard to see. Major sections are missing information (address, date, salutation, body, closing, signature).	4.0 pts
Effectiveness	4.0 pts 100% Letter shows a very professional appearance, tone, and style.	3.0 pts 75% Letter shows an appropriate appearance, tone, and style. Some inconsistencies remain.	2.0 pts 50% Letter shows a less professional appearance, tone, and style. Several weaknesses need attention or revision.	1.0 pts 25% Letter does not have a professional appearance, tone, or style. Much revision is needed.	4.0 pts
Grammar & Mechanics	4.0 pts 100% Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and varied.	3.0 pts 75% Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors.	2.0 pts 50% Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	1.0 pts 25% Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.	4.0 pts
Total Points: 16.0					