**Career Project Part VII – Cover Letter**

**35 Points**

**Directions** – Here is where you will write your letter to the company that you researched and specifically to the CEO or hiring executive of that company. The letter should be written from the perspective of you having achieved your degree/certifications that qualify you for this job. You are writing this letter from a future perspective, meaning you are in position to actually get this job, having the correct educational and job experiences.

**Cover Letter Structure** – Your letter will have four paragraphs.

Paragraph # 1 – The Opening

The first paragraph’s purpose is to Mention the specific job you are applying for. Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit to the job

Paragraph # 2 – The Hook

The goal of paragraph # 2 is to connect your previous job experiences with the job you are applying for. Highlight your past achievements as they relate to the job you're applying for, specifically projects that you’ve contributed towards and positions that are relevant to the job you are seeking.

Paragraph # 3 – Skills

Highlight additional relevant skills, such as computer languages or certifications. Specifically mention job responsibilities that you had in the jobs you mentioned in paragraph # 2. You will also want to mention any certifications and projects that you completed in this paragraph.

Paragraph # 4 – The Close

Briefly recap your strengths as a candidate. Mention including your resume with the cover letter and how you look forward to further discussing how you could help their company grow.

**Grading Criteria:**

* Cover letter must properly formatted following MLA Block Letter format. (Date, spacing, signature line, etc…)
* Letter must be address to the company you researched with accurate address and contact information.
* Letter must include all paragraphs listed above.
* Letter must be free of spelling, sentence structure and grammatical errors.
* Letter must be signed in BLACK ink.

Things to avoid in your cover letter:

**Arrogance** – Don’t brag that you are the best at something. Prove your effectiveness by listing things that are measurable, like projects that you’ve work on that produced results or certifications that you’ve gained.

**Generic Objectives** – Don’t just state that you want to “find employment in a stable organization with great opportunities for advancement”. Everyone wants that. Make the cover letter less about you and more about how you can help the employer.

**Reason for Leaving Last Job** – Speaking poorly of your last company isn’t going to make you look better to another company.  The circumstances of your last job ending are going to come off as negative no matter how you frame them, so don’t talk about it until you’re asked.

Hyperlinks to Cover Letter Examples:

<https://www.monster.com/career-advice/article/sample-cover-letter>

<https://www.thebalance.com/free-cover-letter-examples-and-writing-tips-2060208>

<https://www.themuse.com/advice/31-attentiongrabbing-cover-letter-examples>