03/30/2016

Cover Letter Assignment

Your task today is to write a cover letter as if you were applying for a position in your chosen career field.

A cover letter is a letter addressed to a potential employer telling that person why you are best suited for the position. Depending on what position for which you are applying, your cover letter may change for each job.

In your cover letter you should describe yourself, your past accomplishments, and any other information that would make you most qualified for the job.

To complete this assignment, first find a position in the career field you want on an online job site, Monster.com or Careerbuilder.com.

After you do, write a 2-3 paragraph cover as if you were applying for that job. Use the cover letter I have put on the website to help guide you, and, of course, ask questions if you have them.