Life Transitions

Cover Letter Assignment

Now that you have learned what a cover letter is and how to write one it is time for you to put your knowledge to work!

Your assignment is to look through the classified ads in the Leaderpost and online, (reginajobshop, skjobs, any other job website you would like) find a job that you would be interested in and qualified for and write a cover letter for that job.

\*\*\*If you are looking for a job right now you may like to try submitting this letter and your resume to the potential employer and see if you get an interview. \*\*\*

Questions

1. What is the job you are applying for?

2. Where did you find this job?

3. Who do you apply to?

4. How are you qualified for this job?