Connect to Your Career

7-2 Draft Cover Letter

1. Using the Internet or other source, search for and select an advertisement for a position that interests you. Record the position title, name of the company, name of the contact person, and the mailing address.

<<Place Answer Here>>

2. Create a new Word document or use the template you selected in Activity 7-1. Write the heading that you will use for the letter. Write an appropriate greeting to begin the letter. If you do not have a name of a contact person, begin the letter, “Dear Sir or Madam.”

3. Create a draft of your introductory paragraph. Explain how you learned about the position and why you are applying. Close the introductory paragraph with your personal brand statement that you completed in Chapter 5.

4. Write the body of the cover letter. Keep it succinct and to the point. Remember to use keywords as you describe your qualifications.

5. Write the closing paragraph. Remember to request the opportunity for an interview.

6. Save your Word document as *FirstnameLastname*\_FinalCoverLetter.docx (i.e., JohnSmith\_FinalCoverLetter.docx).