Cover Letter

Find an advertisement online for a position in which you have some interest. (As a last resort, you may write your own ad if you can't find an appropriate one, but it must be realistic.) Write a cover letter applying for that position. Be sure that your assertions about yourself are true, are backed up by adequate concrete evidence, and are clearly linked to attributes required for the job. Since correct spelling, punctuation, and grammar are crucial to projecting a credible image of yourself, pay special attention to those aspects of the letter. Non-native English speakers are particularly encouraged to get help if they need it. (There will be a peer editing session for the cover letters.)

NOTE: Please submit the ad with the final draft of the cover letter. If you have a resume, give us that as well—it will help us judge if you have overlooked anything that might be a good selling point.

CRITERIA FOR GRADING

Strategy: Is the letter appropriate for the job described?

Content: Does the introduction provide an overview of the contents of the letter? Have you provided concrete evidence to back up claims you make? Have you stressed what you can do for the company rather than what the company can do for you? Does your last paragraph outline "next steps" as appropriate?

Style and tone: Are the paragraphs coherent and the sentences concise? Is the tone appropriate—confident, polite, businesslike?

Mechanics: Is the letter free from spelling, punctuation, and grammatical mistakes?

Format and design: Have you used the correct business letter format?

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