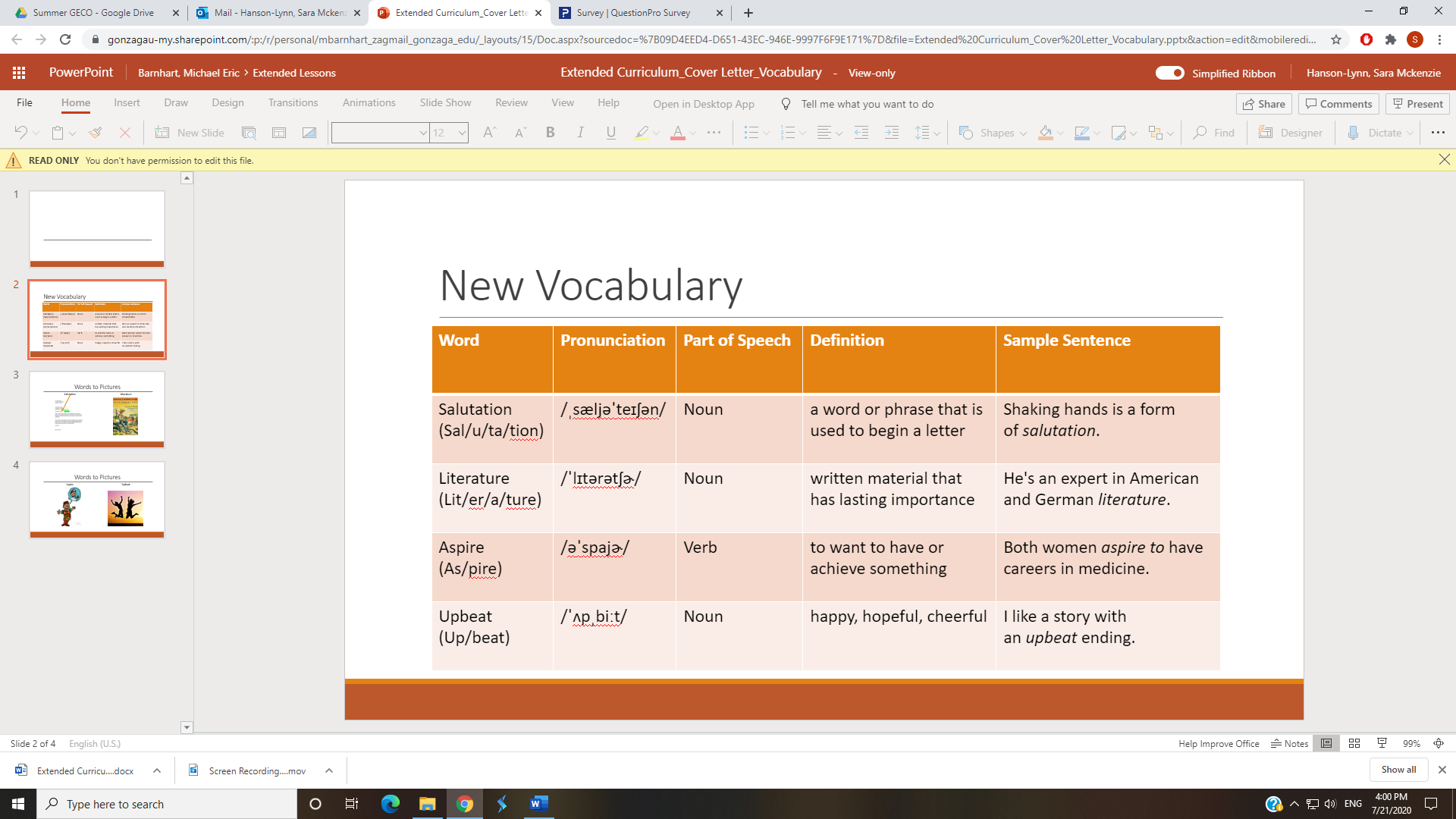
LESSON DAY 17

WARM-UP

[Vocabulary PowerPoint](https://gonzagau-my.sharepoint.com/:p:/r/personal/mbarnhart_zagmail_gonzaga_edu/_layouts/15/Doc.aspx?sourcedoc=%7B09D4EED4-D651-43EC-946E-9997F6F9E171%7D&file=Extended%20Curriculum_Cover%20Letter_Vocabulary.pptx&action=edit&mobileredirect=true)



LESSON

Video: [How to Write a Cover Letter](https://www.youtube.com/watch?v=hrZSfMly_Ck) <https://www.youtube.com/watch?v=hrZSfMly_Ck>

Video Questions: True or False?

|  |  |  |
| --- | --- | --- |
| 1. | The “Cover Letter” sets up the resume. | True or False |
| 2. | The opening paragraph of a “Cover Letter” is the “attention-getter.” | True or False |
| 3. | You should write about your previous job experience in the middle paragraph of your “Cover Letter.” | True or False |
| 4. | You should repeat information from your resume in your “Cover Letter.” | True or False |
| 5. | You should end your “Cover Letter” by thanking the employer. | True or False |

*Jane is applying to be an English teacher. The following is Jane’s “Cover Letter” that she is giving to the people who will decide if Jane will be hired for the job.*

|  |  |
| --- | --- |
| Heading | Jane Smith  2468 W. 11th St.  Los Angeles, CA 90015  Phone: (213) 867-5309  Email: jsmith@gmail.com |
| Salutation | Dear Principal Dean, |
| Opening Paragraph | It is my goal to secure a position as an English teacher at your school. I have over ten years of experience in education and have taught students of several different grade levels in English grammar and literature. |
| Second Paragraph | For the past several years, I have taught English to 5th and 6th grade students. In this time, I have developed several different strategies to get my students’ attention and share with them my love for American literature. I aspire to create a fun learning environment for my students, and I would enjoy the opportunity to do this at your school. |
| Third  Paragraph | I am an upbeat person with lots of energy. I have good computer and writing skills. I have spent many years teaching in schools and know that I would be a great addition to your school. |
| Closing Paragraph | I would love the chance to meet with you in person to talk about the job. Thank you for your time and I look forward to hearing from you soon. |
| Formal Closing | Sincerely,  Jane Smith |

**Reading Activity**

Which part of Jane’s Cover Letter can you find the following information?

|  |  |  |  |
| --- | --- | --- | --- |
| -Heading | -~~Salutatio~~n | -~~Opening Paragraph~~ | -~~Second Paragraph~~ |
| -~~Third Paragraph~~ | -~~Closing Paragraph~~ | -~~Formal Closing~~ |  |

|  |  |
| --- | --- |
| Part | Information |
| Third Paragraph | Jane is an upbeat person with lots of energy. |
| Opening Paragraph | Jane’s goal of securing a job as an English teacher. |
| Heading | Jane’s phone number. |
| Closing Paragraph | Jane asking for the chance to meet in person. |
| Salutation | The name of the principal. |
| Formal Closing | “Sincerely” |
| Second Paragraph | Jane has taught English to 5th and 6th grade students |

**Writing Activity**

Directions: Write your own cover letter for a job you would apply for in the future. Use “Hiring Manager” in your “salutation.”

|  |  |
| --- | --- |
| Heading | Hilda  (Address)  (Address)  (Phone Number)  (Email Address) |
| Salutation | Dear Hiring Manager, |
| Opening Paragraph  (2-3 Sentences; “attention-getter.”) | My goal is to secure a position as a magazine writer at your company. I have one year of experience as a content writer. |
| Second Paragraph (3-4 sentences) | My previous writing experience consisted of writing articles about interesting news events. |
| Third  Paragraph (3-4 sentences) |  |
| Closing Paragraph (1-2 sentences) |  |
| Formal Closing |  |