



Business Finance Virtual Learning

11th and 12th/ Lesson:

**Writing a Standout Cover
letter**



Lesson: 5/05/2020

Students will be able to:

- **The importance of a cover-letter**
- **How to write an effective cover-letter**

Question Starter:

How do you think a cover-letter helps an employer choose a candidate?

What is a Cover-Letter?

A cover letter is an accompanying letter that serves as the introduction to your resume. No resume should be sent without one. The cover letter is individualized for each position for which you are applying. It is an extension of your resume and reflects your knowledge of the employer's needs.

Reference: [Frequently Asked Questions About a Cover Letter](#)

Read the article [Expert Advice: 8 Tips for Writing a Standout Cover Letter](#)

After reading, answer the questions on the following slides.

Question 1:

Name **5 powerful words** they recommend you use in your cover letter. After writing each word, write a sentence below that you created including the word you chose.

Note: There should be five words and five sentences.

Question 2:

What are the 8 tips they give you to do before starting your cover letter? What is the reasoning, in your own words, they gave for each of the tips?

Note: There should be 8 tips and 8 reasonings. 1 for each tip.

Exit Ticket:

After reading the article about cover letters, do you think having one is important? Why or why not?