



Business Finance Virtual Learning

**11th and 12th/ Lesson:
Creating a Resume and
Cover Letter**



Lesson: 5/06/2020

Students will be able to:

- **Further understand the importance of a cover-letter and resume**
- **Explore the several components needed in a resume and cover letter**

Question Starter:

If you wanted to tell someone about yourself and you only had one piece of paper to write it on, what are some key pieces of information you would want to include?

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](#)

Complete sections 3,4,5,6 &7 by clicking on the link:

[Creating a Resume and Cover letter](#)

Note: When filling out the sections of the resume, complete it with your own information. This will come in handy when creating an official resume.

Exit Ticket:

Were there any components needed in a resume that surprised you? Which components?