

**GED Prep Written
Workshop**



WRITING A COVER LETTER



For more Info:
Lori Vincent
GED Program
Phone: (989) 317-4963

Date:
Time:
Location:

Learning Objectives:

- ▶ Define Cover Letter (slide #2)
- ▶ Explain the four parts of the letter (Slide #3)
- ▶ Create your contact information (Slide #5)
- ▶ Write the hiring manager contact info (Slide #6)
- ▶ Create a cover letter (Slides 5 - 16)
 1. Create an introduction paragraph (Slides 7- 9)
 2. Create a second paragraph (Why you) (Slides 10 - 11)
 3. Create success paragraph (Slide 12-13)
 4. Create a rememberable conclusion (Slides 14-15)
- ▶ Examples (Slides 16 -19)

What is a Cover Letter?



Definition: A cover letter is a one-page document that applicants submit along with their resume that summarizes professional experience and background.



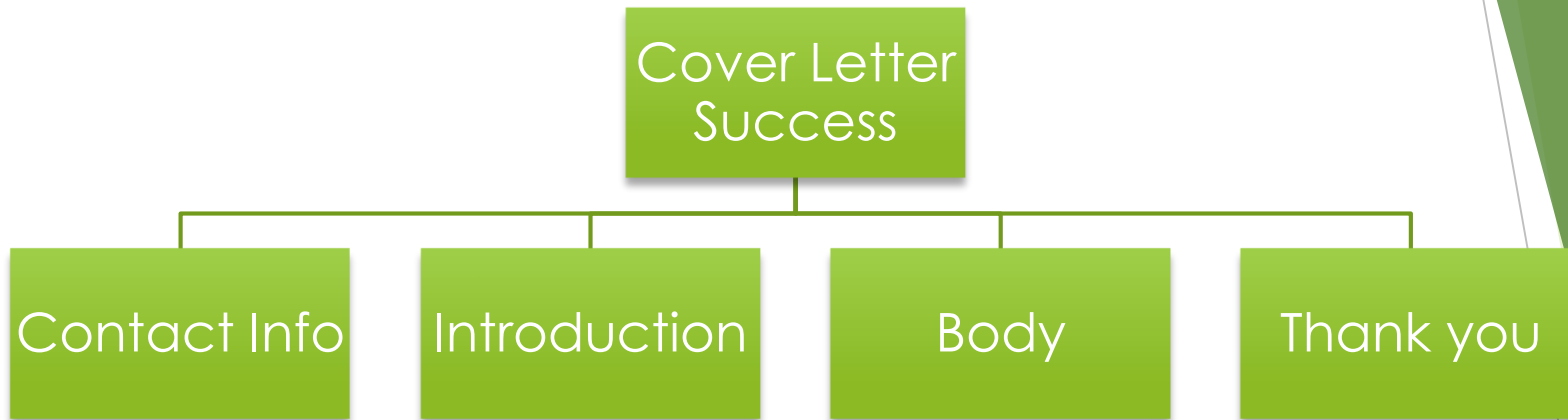
Purpose: The goal of a cover letter is to illustrate the applicant's interest in a given position along with their qualifications.



Importance: a well written cover letter will get an employer's attention and encourage them to read the resume and schedule an interview.



Cover Letter Formula



Cover Letter Structure

1. Contact Details

2. Intro

- Personal information
- What you're applying for
- Where you're applying to
- Why you're applying

3. Body

- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics (when possible)

4. Conclusion

- Mention future plans
- Thank the reader and conclude

Nicole Smith
Project Manager

nicole@novoresume.com
111 4444 5141
Dallas, TX
linkedin.com/in/nicole.smith

To
Doris Johnson
Human Resource Manager
Optimal Workplace Inc.
321 Employment Avenue
San Jose, CA

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,
Nicole Smith

Start with Your Contact Info

- Full Name.** Place your full name
- Job Title.** Use the exact title mentioned in the job ad you're applying for. **Email Address.** Go with a professional email. Please no quirky emails
Example: *john.d.business@gmail.com*
- Phone Number.** Make sure it's a number where you can be reached easily.
- Location.** Your city and state (or country) are enough.
- Relevant Links (optional).** Adding links to any important websites or social media profiles, like LinkedIn, is always a good idea.

Example:

Andrew Wagner
Adjunct Business Professor
5805 E. Pickard St.
Mt Pleasant, MI 48858
(989) 317-4757
<https://www.facebook.com/SaginawChippewaTribalCollege/>

Hiring Manager's Contact Info:

Company Name. Write down the company's name.

Hiring Manager's Name. The hiring manager's name

Hiring Manager's Title. The hiring manager's exact job title

Location. Add the city and state (or country) of the company

Date (optional). Including the date you wrote the cover letter

Example:

Mr. Justin Knott

SI Lead – Writing Center

5805 E. Pickard St.

Mt Pleasant, MI 48858

Today's Date

Introduction - Attention

The goal of the first paragraph in your cover letter is to grab your potential employer's **attention**.



Who you are

What position you're applying for

How you learned about that position

Why you are interested

Hiring managers spend just a few seconds on each application before deciding if it's worth reading more into it

Attention Grabber Examples

I am writing in application for the _____ position I learned about through (Ziprecruiter/Indeed/Monster/etc.)

I am following up on the _____ position we discussed at the Bartow County job fair.

I am interested in learning more about the _____ career opportunity I heard about through my friend Jane Doe.

I am inquiring about the available positions I saw advertised while shopping in your store.

Doing your homework about the company pays off. The better you understand them, the more you can show how well you'd fit their culture



Attention Grabber Examples

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Marketing Specialist position at AwesomeTech, as advertised on LinkedIn. With my five years of experience in digital marketing, I am confident I can make a significant contribution to your team



Dear Hiring Manager,

I am writing to express my interest in _____
as advertised on_____.

With my five years of experience in_____,
I am confident I can make a significant contribution
to your team

Body of the Letter

Interest & Desire

The second and third paragraphs of your letter should peak the employer's interest and also create a desire for the hiring manager to meet with you by telling them what makes you a unique applicant.

Education

- Degrees
- Workshops
- Certifications

Specialized Skills

- Familiar with x computer program
- Skilled in social media content creation

Related Experience

- Years of experience
- Specific projects

Who Are You

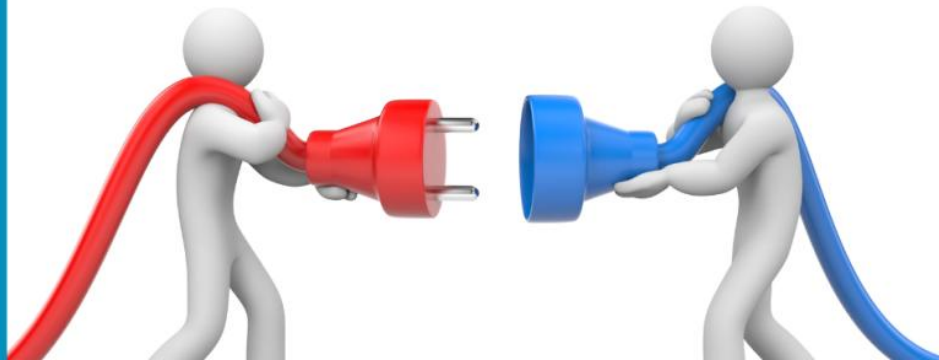
?

2nd Paragraph

You want to build a direct connection between the company's needs and your background and skills.

- Stress what you have to offer,
- Identify those parts of your experience that will interest
- Draw attention to relevant course work, special projects and activities
- Expand upon a specific project or accomplishment.

**THE POWER OF
CONNECTIONS**



Step #1 – What do you think that company needs?

(Let's Find out – Research)

Step #2 – What are your strengths?

2nd Paragraph

You want to build a direct connection between the company's needs and your background and skills.

Throughout my career, I have consistently demonstrated a strong commitment to cleanliness, organization, and attention to detail. For example, during my time at [Previous Company], I was responsible for maintaining the cleanliness of [Specific area, e.g., a large office building], ensuring all areas were spotless and safe for occupants. I am proficient in various cleaning techniques, including deep cleaning, scrubbing surfaces, and handling heavy equipment.



3rd Paragraph

Why are you going to succeed at this job?

- The personal qualities, passion, and motivation to succeed
- Relate your interests/passion to what you know about the company.
- Convince the employer that you have a vested interest in the work itself



3rd Paragraph

My dedication to maintaining a clean and safe environment, combined with my strong work ethic and organizational skills, makes me a strong candidate for this position. I am eager to learn more about this opportunity and discuss how my skills and experience can benefit your organization



Action

The cover letter should end with a call to action.



1 - Express interest in an interview



2 - Provide your contact information



3 - Thank the hiring manager for considering you



*Thank
you!*

Cover Letter Tips!

- ▶ Always write a new cover letter for each new job
- ▶ Include key words from the job posting
- ▶ Check out their mission statement and goals
- ▶ A cover letter is your first writing sample for the job you are applying for.



Writing
tips

Dear [Hiring Manager Name],

I am writing to express my keen interest in the Janitor position at [Company Name], as advertised on [Platform where you saw the job posting]. With over [Number] years of experience in maintaining clean and safe environments, I am confident that I can contribute significantly to your team.

Throughout my career, I have consistently demonstrated a strong commitment to cleanliness, organization, and attention to detail. For example, during my time at [Previous Company], I was responsible for maintaining the cleanliness of [Specific area, e.g., a large office building], ensuring all areas were spotless and safe for occupants. I am proficient in various cleaning techniques, including deep cleaning, scrubbing surfaces, and handling heavy equipment.

My dedication to maintaining a clean and safe environment, combined with my strong work ethic and organizational skills, makes me a strong candidate for this position. I am eager to learn more about this opportunity and discuss how my skills and experience can benefit your organization.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Rowan Fritsch

772 Winston Viaduct, North Anberg, AZ 23813

Dear Corey Tremblay,

In response to your job posting for cafeteria worker, I am including this letter and my resume for your review.

In the previous role, I was responsible for attractive nutritious meals to patients by timely and accurate assembly of food trays.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Able to estimate food quantities & make simple calculations
- High school graduate or have the equivalent GED preferred
- Desirable- high school graduate or have the equivalent GED
- Current Jacksonville Distribution associate
- Large amounts of bending and lifting, as related to essential job activities
- Able to work from verbal or written communication
- Attending High School
- Basic communication skills and courtesy when dealing with others

Thank you for considering me to become a member of your team.

Sincerely,
Rowan Fritsch

Dear Ms. Johnson:

Currently, I'm ranked #3 on a 12-person team for overall efficiency in delivering floral arrangement orders to customers. I hope to bring that same dedication to your company.

Your job ad jumped out at me, particularly the call for a delivery specialist "committed to delivering floral orders according to exact client expectations in a timely, professional manner." This has been the focus of my four years of delivery experience.

My work highlights and credentials also include the following:

- Combining a natural sense of direction with expert knowledge of local routes and corporate customers
- Keen eye for quality, closely inspecting arrangements for damage and reporting any issues to the florist
- Recently honored for perfect attendance over four years of service
- Safety-focused with a clean driving record
- Strong customer relations background, with three years in the retail and service industries

The enclosed resume contains a complete overview of my experience.

I'd love to learn more about your company and how I can advance your goals. May I please speak with you about the Delivery Specialist opening further? If so, please call or email me to schedule an interview. I appreciate your time and look forward to possibly hearing from you soon.

Sincerely,

Allison Rosenberg

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

My name is James Amore, and I'm excited to apply for the position of Junior IT specialist at the French Central Inn, Charleston. I'm a recent graduate (December 2021) in Management Information Systems (MIS) from Charleston Southern University, and I'm eager to enter the workforce. I meet all of the academic requirements mentioned in your job posting.

Growing up, I took a liking to all things tech and digital, which led to me picking MIS as my major. Apart from all the tech courses during my MIS studies, I thoroughly enjoyed and excelled at the psychology courses, at the intersection of tech and humanity (specifically, how people respond and adapt to technological changes) is a passion of mine. It's one that I discuss frequently on my tech blog: [Website URL].

During my final year of university, I interned at Safe Homes Inc., a vendor providing an array of home security systems. I worked on both the hardware and software side, installing physical equipment as well as configuring the requisite software, and involved elements of IoT.

What excites me most about this position is that the role involves extensive work with the Internet of Things (IoT). As a leader in combining IoT and hospitality, working at your inn would be a fortuitous coming together of passion, competence, and opportunity.

I look forward to putting my knowledge and skills to use as a productive member of your IT department, and learning from the best in the industry. In an interview, I'd love to discuss my short and long term career goals and how they align with the French Central Inn's tech vision. I await your call.

Sincerely,

Your Name

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For More Info Contact:
Justin Knott - SI Lead
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Phone: (989) 317- 4757

