In-Class Work with Cover letters: again with the bad

Let’s see how far we get—most of this will just be class discussion. You can write answers here for #1 and #2. We’ll stop at some point to discuss.

First, a quick True or False:

1. A job-application letter should expand on all the information contained in your résumé. Discuss!
2. Go to the following pages for a down-to-earth discussion of cover letters. Read some of the comments too; there is more good advice.

<https://www.askamanager.org/2014/02/heres-a-real-life-example-of-a-great-cover-letter-with-before-and-after-versions.html>

<http://www.squawkfox.com/2009/10/12/6-things-that-make-your-cover-letter-suck/>

What did you learn from reading these? Discuss, and list 3-4 items that you think are most important.

1. Next, move to the cover letter handout. This handout contains some pretty bad cover letters (what can I say? I just think it is fun to look at bad examples). Look at the cover letter assigned to you and discuss the following.

* Compare it to the outline of cover letter from our text: can you find the four elements of a job-application letter?
* Where else does the content fall short and how? If items are included that should not be, why are they not appropriate to include?
* What other errors—either in format (have chapter 9 out to remind yourself of format issues) or in mechanics and grammar—are present?

Then go to a computer and open up a blank document (you can use a letter template if you wish; play around with changing it to your liking). Following all the elements of a business letter from chapter 9, write me a letter delineating the items your group wanted to change and why.

Though you should discuss the letter as a group, I’d like everyone to submit their own letter. Get a feel for what writing a letter is like.