

## Cover Letter Assignment Description

Create a **1-page** cover letter (minimum of 3 body paragraphs) applying to an employment position of your choice. Please make sure it follows all of the best practice guidelines laid out in our cover letter unit from the course.

You may write an entirely new and original letter, to a real or fictitious job posting, or you may revise a previous cover letter you've written for a real job application, either is fine. Be sure you are responding to an actual, **written job description** as this will make your letter writing process go much easier – remember that good cover letters respond directly to specifics in a job description instead of merely offering a sanitized summary version of your CV.

Your letter should not be over or under one page in length, and it must be properly formatted to match the templates I've provided on our course page at Gregteach.net.

It is of paramount importance that your cover letters out in the "real world" be absolutely free of *any* errors in language or formatting, large or small. Spacing and tabbing and margins and fonts need to be right as do words and sentences and paragraphs, spelling, punctuation and capitalization. Names need to be right, dates need to be right, titles need to be correct. To reinforce this principle, **a single error of any kind will keep me from passing the work** and it will be returned to you for revision before I can grade it.

Please proofread your work carefully and repeatedly now or know that you'll be asked to do so later before I will pass it. See the samples and templates I've provided on our course page for further examples of what I'm looking for in terms of both form and language for this real-world assignment.

This cover letter is due as its own document attachment via the iLearn portal for our class. It's worth 10 points and is due before class on the date listed in iLearn and on our Gregteach course page. Late, short, or ineffectively proofread work will not be accepted for credit.

Please review the Error Patterns Primer and Proofreading Notes sheets on our course page before you submit your final version of this letter so as to help you eliminate all of the most common error patterns in this assignment.

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For **DRAFT** versions of this assignment that you'll submit **before** the final version that's described above:

Draft versions are exactly that: draft versions. They are a first pass at the assignment. They should be error free and following best practice guidelines for good cover letter writing, but it's expected that some error patterns will persist in your draft version because you're still learning the form and because that's the nature of draft work. Draft letters do not have to be perfect, just a credible first attempt at the assignment task.

Draft versions will receive automatic full credit as long as they're submitted on time and are otherwise meeting the basic needs of a cover letter as described above. They do not typically receive individualized feedback from me as they're only meant to be first versions that you will further refine after class and then resubmit in a final, error-free version later on (that will receive feedback from me).

\* Please make sure that your draft cover letter does not contain any personal information (e.g. addresses, phone numbers, references to specific people, etc.) that you do not wish to share with other students in class, as your draft letter may be used for workshopping in class (but only with your prior consent, not to worry – we won't workshop your letter in class unless you want us to).