

CAREER MODULE LESSON PLAN

COVER LETTER WRITING

Learning Objectives:

- Define purpose of a cover letter
- Explain key elements of a cover letter
- Demonstrate ability to write business letter with appropriate formatting

Time: 50 Minutes (Each lesson plan is designed for a 50-minute class period. If you have additional time, please see next steps section below and incorporate homework ideas as class activities)

Materials: PowerPoint

Outline:

- Warm Up (5 minutes): Share why you've included this topic in your class or meeting, and ask students for a definition of what a cover letter is and what they think should be included.
- Present Info (40 minutes): PPT with learning activities embedded
- Wrap up (5 minutes): Check in for questions and discuss next steps for this topic or class

Next Steps/Homework:

- Use skills checklist to identify transferable skills
- Complete Tailoring Your Cover Letter worksheet
- Find a position they might be interested in and draft a cover letter, then complete a review, and turn in their initial draft, review feedback, and an updated copy of their cover letter.
 - Option 1: a self-evaluation using the cover letter rubric
 - Option 2: a peer review with a classmate in or out of class to conduct cover letter reviews together using the rubric
 - Option 3: a drop-in cover letter review with a Peer Mentor with the Center for Career and Professional Development - encourage students to take notes during their drop-in.
- Find three positions you are interested in and bullet point answers to why you and why them. Why them should demonstrate research on the organization.

Resources:

Cover Letter Rubric

Skills Checklist

Tailoring your Cover Letter Worksheet

[Professional Handbook](#)