WR227 Homework Assignment
Cover Letter Worksheet

Objective: To plan and execute your cover letter assignment.

Procedure:

1. Look through want ads, the Internet, a company’s job postings, etc. for the job you really want and genuinely intend to have within five years. Future-date your Cover Letter and Résumé to the time you will be qualified to apply, up to five years from now.

2. Make TWO hard copies or printouts of the job description (quickly, before it disappears!): one for you, and one to turn in.

3. Go to the Instructor Website and open the text file version of this assignment sheet.

4. Copy the questions into an email message. In that email (and only that email), do NOT use a salutation, complimentary close/signature, or explanatory text. The content of the email should be just the questions and answers. The subject line must obey the Email Rules.

5. Complete the questions based on the specific job of interest. Think hard and research. Write all possible detail in the answers to the questions, so you actually can use them to write your cover letter. Do not just write placeholders (e.g., “In here I’ll write what my experience and skills are.”).

6. Email the questions and answers to EganB@LinnBenton.edu. Do not turn in a hard copy of the Cover Letter Worksheet.

7. Write your name on one of the copies of the printed job descriptions, and turn it in at the beginning of the class session specified below. Keep the other copy for your reference.

Weighting and Due Date: This assignment is worth 25 points, 4% of your final grade; there is no draft, just the final version. The email is due by 11:59 p.m. on Monday, January 27. The hard copy of the job information must be turned in at the beginning of class on Tuesday, January 28.

The questions that you’ll copy from the website and paste into your email:

Title and brief description of job: ____________________________________________________________

Gender/rank/honorary title (e.g., Dr., Mr., Ms, Sgt., etc.), name, and job title of the person you will write: ____________________________________________________________

Where you found out that name: __________________________________________________________________________

"Inner address" -- what you would put on an envelope (the person's name, company/organization, and postal mailing address): ____________________________________________________________

Salutation: ____________________________________________________________________________________

Attention-getting points that should go in the introduction (A-G O): ________________________________

Specific skills/experience that make you (or will make you) perfect for this particular job: ____________
Specific training/education that makes you (or will make you) perfect for this particular job:
________________________________________________________________________________________________________________________________________________________

Any other important 4SQ points not mentioned above: ____________________________________________________________

What, exactly, you want the addressee to do after reading the letter (C-T-A C): ______________________

Anything else to take into account: ________________________________________________________________________

**WR227 Cover Letter Worksheet Checklist**

Note: The points below are not equally weighted, but all are important. The various ratings below will be considered within the context of the overall effectiveness of the document

**Format and Mechanical:**

- Email subject line follows all Rules and best practices.
- Email contains only the questions and answers.
- No hard copy of the Worksheet is turned in.
- Name is on job description printout.
- Job description printout is turned in.
- Email is sent to the correct address.

**Technical Writing (WR227):**

- Worksheet shows evidence of really thinking about the job and researching it.
- All answers contain the details needed to write the cover letter, not placeholders.
- Title/description is a good representation of the job.
- Addressee and salutation information is shown.
- Thought given to whether “the boss” will be the reader, or whether Human Resources or a recruited might also read the cover letter.
- “Attention-Getting Opener” fulfills all three purposes and overcomes the “10-second rule,”
- “Skills” relate directly to job description/posting and show you off.
- “Education” relates directly to job description/posting and shows you off.
- Call-To-Action Close contains all three required components, and points are effective and complete.
- Worksheet has been peer-reviewed by one or more qualified people who have read the instructions.