

Cover Letter Assignment (10%)

Develop a cover letter for a specific job posting in your field. (Use the same job ad as you did for the resume assignment, which is the SAME job title as the Occupational Job Search Assignment) Attach the printout of the posting (with no less than 100 words) to your cover letter assignment. The cover letter should address the specific requirements of the targeted position.

Please note, that the cover letter should reflect the information reviewed in class. Before you begin to write your cover letter, please review all materials including the information on blackboard.

The cover letter should follow a **business letter format**. It should contain at least three, but no more than four paragraphs. Do not forget to sign it.

Additionally, please make up the company name, their address in full, a person to address the cover to, and their position.

Submission Summary:

Please submit the following

- 1. A title page with your full legal name, student number, section (eg CAP500NZR)**
- 2. A copy of the job ad**
- 3. A customized cover letter**