

Lesson 2.5 Cover letter writing

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Learning Activities

- 1) Review of Lesson 2.4 & **Resume review**
- 2) Homework check:
 e-Portfolio & personal qualities
- 3) Cover letter writing
- 4) Homework



Review of Lesson 2.4

- ▶ Review of Lesson 2.4 – Job search & Job ad analysis

Resume review (5%)

Please double check your grammar and format!

Homework check

1. e-Portfolio

– check the samples, collect materials, and start working on it from today

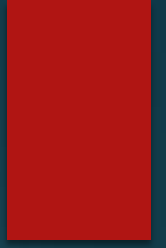
2. A game:

Write 5 qualities of yourself and let your classmates guess who you are.

PROFILE

- Committed, engaging individual with well developed interpersonal skills
- Meticulous, organized and excellent time management skills
- Visionary, self-directed, self-motivated and self-determined
- Excellent communication and interpersonal skills
- Mechanically inclined with advanced dexterity
- Confident in both independent and team responsibilities
- Quick and eager to learn new skills and concepts
- Well organized and able to multi-task with strong attention to detail
- Able to work well in a team setting with minimal supervision
- Excels working under pressure, while meeting deadlines
- Strong problem solving skills; with an ability to think on my feet
- Hard worker, self-motivated, responsible, reliable and punctual
- Computer literate; Microsoft Word, Internet and e-mail with keyboarding skills
- Works very well independently and also in a team environment
- Dependable, reliable and flexible to work weekends and overtime
- Works well in a fast-paced environment while paying attention to detail
- Comfortable working with the public, answering questions and providing information
- Advanced active listening skills with an excellent memory
- Excellent communication and interpersonal skills
- Self-motivated and enthusiastic individual with a strong work ethic
- Possess a firm understanding of customer service and customer satisfaction
- Well organized and goal focused with strong attention to detail
- Responsible, Reliable, Punctual and Bondable
- Strong conflict de-escalation and mediation skills
- Patient and able to deal with irate customers in a calm and professional manner
- Driver's License and access to a reliable vehicle
- Ensured a sanitized safe and clean working environment

Cover letter writing



Discussion:

- ▶ What is a cover letter? Is it really necessary in job-hunting? Which is more important, resume or cover letter?
- ▶ How pages does a cover letter usually have?
- ▶ What is the differences between a resume and a cover letter?
- ▶ Are there any differences between Chinese cover letters and English ones?



**WE ARE
HIRING**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy erat ererreatrer to the volutpat.

POSITIONS OPEN

- FRONT DESK OFFICER
- AREA MANAGER
- SALES OFFICER
- ADMIN EXECUTIVE
- Sales Associate
- Sr. Graphic Designer
- Customer Service
- Data Anyalist
- Validation Analyst
- iOS Developer
- Java Developer

Please send your CV to hr@domain.com

Cover letter

- ▶ A cover letter, also known as a letter of motivation, is a letter you send along with your CV as part of your job application introducing yourself and asking them to consider your application. It's normally just one page – or 3 to 5 paragraphs.
- ▶ A cover letter introduces you in your own voice to the hiring manager, and is a chance to explain why you're applying and why the skills and experiences in your CV will really add value at the company and in the role.
- An effective and well-written letter makes it clear that you are highly interested in the role, and why.
- <https://welovesalt.com/news/career-advice/is-a-cover-letter-necessary/>



Importance of cover letters

- ▶ According to a recent study by [Resume Genius](#), 78% of recruiters and hiring managers prefer applicants to submit a cover letter.
- ▶ While 25% of the 78% indicated a cover letter is 'very important' to them when deciding whether to invite an applicant for an interview or not.
- ▶ Just 6% of recruiters and hiring managers believed a cover letter is 'not at all important' when selecting candidates to interview.

Reasons to include a cover letter with your application!

- ▶ It's a chance to highlight your interest in the role
- ▶ Share your personal story and achievements
- ▶ Build a relationship with your prospective employer
- ▶ Explain a career gap on your CV
- ▶ Cover letters highlight your communication skills

Reasons not to include a cover letter with your application!

- ▶ When the job application states it doesn't require one
- ▶ When you are pressed for time - **No cover letter is much better than a poorly written one./ Tailor your cover letter to each position you apply for!**
- ▶ When there is no place to upload one on the application platform
- ▶ When your cover letter is similar to your resume:

*Your cover letter contains information that is relevant to your job application. **It's an extension of your resume!***

Cover letter samples

Chinese cover letters

English cover letters

Practice

- ▶ What would you write in your cover letter?
- ▶ **Write an draft now**

Homework

1. Write an **English** cover letter for a summer intern/ part-time position with the template given

2. Prepare for your **e-Portfolio**: Google site and more

[Samples](#)