

ASSIGNMENT SHEET

DESN 250 – Portfolio Review

ASSIGNMENT – Cover Letter for Job Application

OBJECTIVE

Write a professional cover letter to apply for a specific job and print on personal letterhead.

METHOD

1. Review the information for the job opening at <https://www.vinu.edu/web/human-resources/support-staff/>. Research the position and organization online.
2. Draft cover letter using suggestions discussed in class. Spell check it. Print it and proofread it. Print it again on letterhead and submit for review by instructor.
3. Make corrections indicated by instructor. Print it and proofread it. Print it again and submit to instructor for review.
4. Print final letter and resume on letterhead. Address and print envelope, place letter and resume in envelope and submit for final grading.

OTHER RESOURCES

<https://www.glassdoor.com/blog/guide/how-to-write-a-cover-letter/>

<https://www.monster.com/career-advice/article/sample-cover-letter>

<https://www.careeronestop.org/JobSearch/Resumes/cover-letters-sample.aspx>

GRADING

Professional level of writing (structure, language, and composition), grammar, and spelling. Professional level of presentation. Accuracy and completeness of information. The letter and mailed packet would be at a level to get an interview.