Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_\_

**A Guide to Creating a Cover Letter**

*Visit:* <https://goo.gl/CeRcCJ> *To view the Prezi that these guided notes are paired with.*

In your own words, what is a cover letter?

What information should be written in the **first paragraph** of a cover letter?



What information should be written in the **second/body paragraph** of a cover letter?



What information should be written in the **third paragraph** of a cover letter?



What are some extra helpful hints about cover letters?