



Gold Seal Lesson

Author(s): Marsha Kucker			Lesson Title: Writing a Cover Letter			
Grade Span			ICLE Application Model			
K-4	5-8 X	9-12	A	B	C	D X

Instructional Focus:

Reading- Students read a variety of grade level materials, applying strategies appropriate to various situations.

Writing - Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Performance Task

1. Discuss with students the purpose of and reasons for sending a cover letter along with your resume when applying for a job.
2. Have students select a fictional job/company to which they are making application.
3. Have students prepare a cover letter to accompany their application. The following format is suggested:

Paragraph 1: Explain why you are writing in such a way as to arouse the employer's interest. Focus on your strengths.

Paragraph 2: Briefly describe your professional and/or academic qualifications. This paragraph should be related to the specific criteria as outlined in the job advertisement.

Paragraph 3: Relate your qualifications back to the company. Show you have completed your homework by researching the company.

Paragraph 4: Indicate your interest and availability for an interview.

4. Have students exchange their letters for their input and suggestions.

This activity meets specific competencies and indicators as outlined in the National Career Development Guidelines.

ICLE Essential Skills

Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (ela 1)
Follow oral or written directions. (ela 4)
Identify, collect and/or select pertinent information while reading. (ela 5)
Present information in well-organized fashion that will be clear to the target audience. (ela 11)
Discriminate important ideas from unimportant ideas while reading. (ela 15)
Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (ela 22)
Understand the needs of a specific audience and write and speak in ways that address these needs. (ela 62)

Scoring Guide:

See attachment: Writing a Cover Letter Scoring Rubric Chart

Keywords

English Language Arts	Mathematics	Science
Reading Comprehension	Algebra	Earth Science
Writing Careers Composition Vocabulary Mechanics Word processing Peer review Organization Correspondence	Geometry	Life Science
Communications	Statistics	Chemistry
Literature	Calculus	Physics
Other	Trigonometry	Other
	Other	

Chart SCORING RUBRIC

Award 3 points for excellent; 2 points for good; 1 point for needs improvement.

CRITERIA	STANDARDS	/ LEVELS OF	EXCELLENCE	POINTS AWARDED
Appearance	Everything lined up, very neat and clean	A minor mistake of lining up margins and text, neatness is apparent	Paragraphs do not line up, different fonts used throughout; untidy and unattractive appearance.	
Spelling	No errors	1-2 errors	More than 2 errors	
Grammar	No errors	1-2 errors	More than 2 errors	
Correct address	No errors	1-2 errors	More than 2 errors	
Form: Date, Heading, Body, Closure	Complete	Complete	Incomplete	
Sentence Structure	Complete, Complex	Simple	Fragmented	
Proper Use of Paragraph	Indents at New Topic	Indents	No Form	
Content	Interest is stated clearly and qualifications provided	Interest stated, but not supported by documentation	Difficult to understand	