Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Communications – Deciding the Purpose of the Cover Letter Activity

Instructions:

* Save this document in your Office 365 Account in your folder Find the Career You Love as **Deciding the Purpose of the Cover Letter Activity**.
* In class we discussed 3 different types of cover letters.
  + List the 3 different types of cover letters in the spaces provided below.
  + Below **each type of cover letter**, using at least 1 complete sentence, **explain** each cover letter type..
* Save your changes.
* Share to [tellsworth@fillmorecsd.org](mailto:tellsworth@fillmorecsd.org)

Cover Letter Type 1 –

Explain.

Cover Letter Type 2 –

Explain.

Cover Letter Type 3 –

Explain.