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

Business Communications – Steps for Writing a Cover Letter

Instructions:

Save this document in your Office 365 Account in your folder Find the Career You Love as Steps for Writing a Cover Letter

* In our class discussion we discussed the steps for writing a cover letter. In the spaces provided below tell me what should be included in each paragraph and why that should be included. Please use a minimum of **2 complete sentences** for each paragraph.
* Save your changes.
* Share to [tellsworth@fillmorecsd.org](mailto:tellsworth@fillmorecsd.org)

Paragraph 1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain why.

Paragraph 2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain why.

Paragraph 3 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain why.