**ENG 114- Module 4**

**COVER LETTERS**

1. How many paragraphs are generally acceptable within a cover letter document?
2. What do you NOT want to do in the body of your cover letter?
3. What is the primary intent of the cover letter?
4. What is the significance of ENC:? When should it be used?

When crafting a quality cover letter you should focus on a **TRIANGLE OF RELEVANCE**. The Triangle consists of three points. You are only allowed to discuss these three points without referencing your resume in the body of the document. The three points are:

1. How does my **education/training** make me qualified for this job?
2. What relevant **work experience** do I have that has provided knowledge, skills and/or abilities that are required of the position?
3. How does my **personality, work ethic** and attitude fit the employer’s needs?

**Create a diagram with a triangle in the middle with each point labeled** (Education/Training, Experience, Personal traits) and identify at least 3 qualifications that make you desirable for the position you chose above.

**STUDENT EMPLOYMENT and LOCAL JOB POSTINGS**

1. Explain the process of obtaining student employment on campus.
2. Where are student positions posted?
3. Where can you read job descriptions for all positions available to students on campus?
4. Where can you find positions in general for state, federal or the local area? How often are they updated on the Career Center website?