

# COVER LETTER ACTIVITY

## Objective

The objective of this cover letter activity is to empower students to create a compelling and well-structured cover letter that effectively highlights their qualifications, experiences, and motivations. By the end of the activity, students should be able to:

1. Understand the purpose and key components of a cover letter.
2. Evaluate their skills, experiences, and accomplishments to showcase their suitability for a specific job or internship.
3. Tailor the content of their cover letter to align with the requirements and values of the target company or organization.
4. Demonstrate effective written communication skills and attention to detail in presenting their cover letter.

## Assignment

Develop a one-page cover letter following the format recommended in the [UGA Career Center's Cover Letter Example](#).

- Address the cover letter to a specific person whenever possible.
- Tailor the content of the cover letter to the specific job or internship you are applying for.
- Proofread carefully to ensure accuracy, proper grammar, and spelling.
- Use a consistent font and formatting style for a polished and professional appearance.

## Resources

- Steps to Cover Letter Success [https://career.uga.edu/cover\\_letter\\_success](https://career.uga.edu/cover_letter_success)
- Cover Letter & Reference Examples [https://career.uga.edu/cover\\_letter\\_reference\\_examples](https://career.uga.edu/cover_letter_reference_examples)
- Tailored Job Search Materials [https://career.uga.edu/tailored\\_job\\_search\\_materials](https://career.uga.edu/tailored_job_search_materials)
- Meet with a Career Consultant for a Cover Letter Review <https://career.uga.edu/appointments>