



Cover Letter 101

aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Review online job search resources: aadl.org/services/jobs

Cover Letter 101

Review cover letter samples and discuss library resources. Create a cover letter: If you have a resume, bring a copy with you.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for more information:

- [Understand the purpose of a cover letter](#)
- [Know why you need a new cover letter for each job](#)
- Learn about [paragraph](#), [comparison](#), and [bullet style](#) letters
- [Understand the difference in emailed cover letters](#)
- [How to address a cover letter](#)
- [Identify your key selling points](#)
- [Understand the importance of proofreading](#)
- Consider your [format](#) and [font](#)
- [Review some action verbs](#)

Books

[Step-By-Step Cover Letters: Build A Cover Letter In 10 Easy Steps Using Personal Branding](#), by Evelyn U. Salvador, Call number: 650.142 Sa

[Cover Letter Magic: Trade Secrets Of Professional Resume Writers](#), by Wendy S. Enelow, Call number: 650.142 En