**Coop Pre-Placement – Cover Letter Assignment**

*ATTENTION ALL RUSSELL HIGH SCHOOL STUDENTS*

*COOPERATIVE EDUCATION STUDENT WANTED*

The RHS Cooperative Education Program is currently accepting applications for coop students. The coop teachers are looking for students who:

* Are punctual
* Are reliable/ responsible
* Have strong time management skills
* Work well in team settings
* Demonstrate strong problem solving skills

Prior work experience is an asset but not required. Students will earn credits for their time worked while in the coop program.

All interested students must complete a cover letter and submit it to Mr. Bourne

The above advertisement is a job positing for RHS coop students. Your task is to apply for the above job by completing a cover letter. Use the examples and templates provided in this folder to guide you.

Remember, your cover letter is your opportunity to set yourself apart from other applicants, so be creative and do your best!

**Peer Edit Cover Letter**

1. Exchange cover letters with another student.
2. Read the cover letter and use the checklist below. Circle and comment on any problem areas.
* Student sounds interested in the job
* Letter provides some extra information that is not on the student’s resume
* Student’s full name, address, phone number at the top of the page
* First paragraph: where student heard of job, reason for applying, any contacts
* Second paragraph: skills and experience relating to the job, why the student would be a “good fit” for the job
* Final paragraph: how student will follow-up (phone call), how student can be reached, student availability(schedule), thanks the employer

Once completed, print off a copy and submit it into your folder. We will modify this letter to your particular placement when it is time for your interview.