

Name: _____ Date: _____

Using your **booklet on personal business letters** along with the **cover letter** that you have already completed, you will create a cover letter (Part 2) to answer the classified ad, which you will also create (Part 1).

You will create **two documents** for this assignment:

1. The **CLASSIFIED ADVERTISEMENT** for the job:
 - Create a **classified ad** for a job/position of your choice.
 - a. You can make up a company or it can be an existing company.
 - b. You must provide all necessary information such as:
 - i. Company name and logo (optional)
 - ii. Job title or position that you are advertising for
 - iii. Job description and required qualifications.
 - iv. What your company offers the successful candidate.
 - v. Name (use either **John or Jane Doe**) and **MAILING address** that resumes/cover letters are to be sent to (address can be made up-just needs to be a complete address using proper format).
 - vi. Deadlines for applications.

2. The **COVER LETTER** *using personal business letter format*:
 - You will respond to the Job Advertisement that was created in section 1 with a cover letter that you will create.
 - a. You may wish to create some tasteful, eye-catching graphics at the top.
 - b. Follow the proper format for setting up a personal business letter.
 - c. Follow the proper format for a cover letter:
 - i. *Introduction* of the letter and the position you want.
 - ii. *Body* - explanation of why you feel that you are a good candidate for the position and back it up.
 - iii. *Closing paragraph* that thanks them for their time and suggests some action/gives contact info.
 - d. **Proofread** the letter.
 - e. Sign the letter in blue or black ink only.

Follow the format of the classified ads shown in class

Use your own name and address

Submit (in this order):

1. This sheet
2. Your classified advertisement
3. Your cover letter

Evaluation:

Classified Advertisement	/5 Marks
Cover letter - formatting/setup	/8 Marks
Cover letter – content	/7 Marks
TOTAL	/20 MARKS

Comments: