

Applying for a job: the cover letter



Name:

Date:

Sort the paragraphs

- ☐ During my time at DEF Consulting, I have had the opportunity to work with a variety of clients in different industries, helping them to identify areas for improvement and develop strategies to drive growth and efficiency. My ability to analyze complex problems and develop creative solutions has been key to my success in this role.
- ☐ I am particularly impressed by ABC Consulting Group's commitment to delivering tailored solutions to clients and your focus on fostering a collaborative and supportive work environment. I am excited about the opportunity to contribute to the continued success of the firm.
- ☐ In addition to my consulting experience, I have a strong background in data analysis and project management, which I believe would be valuable to ABC Consulting Group. I am also a strong communicator and excel at building relationships with clients and colleagues alike.
- ☐ Dear Hiring Manager,
- ☐ Jane Doe
- ☐ I am writing to apply for the Consultant position at ABC Consulting Group. As a highly motivated and results-driven individual, I believe I have the skills and experience necessary to make a meaningful contribution to your team.
- ☐ Sincerely,
- ☐ I am confident that my skills and experience make me a strong fit for the Consultant role at ABC Consulting Group, and I am eager to bring my expertise to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of ABC Consulting Group.

Select the correct answer

What is the primary purpose of a cover letter?

- ☐ To request an interview
- ☐ To list your qualifications
- ☐ To provide references
- ☐ To explain why you're a good fit for the position

What should you include in the opening paragraph of a cover letter?

- ☐ A summary of your work experience
- ☐ An introduction to yourself and why you're writing
- ☐ A request for a job offer
- ☐ Your name and contact information

How should you address the hiring manager in a cover letter?

- ☐ By their full name ☐ By their first name only ☐ By their title and last name
☐ With a generic greeting like 'To whom it may concern'

What is the appropriate tone to use in a cover letter?

- ☐ Professional and courteous ☐ Aggressive and demanding ☐ Overly formal and stiff
☐ Casual and informal

How long should a cover letter be?

- ☐ At least two pages ☐ As long as needed to include all information ☐ One page or less
☐ Just a few sentences

What should you do if you don't know the name of the hiring manager?

- ☐ Use a generic greeting like 'Dear Hiring Manager' ☐ Leave the salutation blank
☐ Address the letter to the CEO of the company ☐ Guess the name and use it

What is the best way to demonstrate your qualifications in a cover letter?

- ☐ Use specific examples from your experience ☐ Copy and paste from your resume
☐ List every job you've ever had ☐ Include a long list of skills and abilities

How should you conclude a cover letter?

- ☐ With a promise to follow up in a few days ☐ By stating your expected salary
☐ With a request for a job offer ☐ By thanking the employer for their time

Write a cover letter for a Consulting position at XYZ Consulting Firm.
