**Cover Letter Assignment**

**Career Path:** provide as much detail as you can for the following questions:

**What is your chosen career path?**

**What courses have you taken that relate to your career path and explain their relevance?**

**What interests you about your career path?**

**If you have to go to school, where do you want to go? If so, have you applied? Been accepted? Applied for scholarships? If so, which ones?**

**Skills:** think hard and provide as much detail as possible.

**Identify all of the skills that are associated with your career. Explain how those skills are used in your career.**

**Identify which of the skills listed above are transferable to other careers.**

**Identify which skills associated with your career you feel you already do well.**

**Identify which skills associated with your career you feel you still need to develop and work on.**

**How do you plan to enhance your skills required for your career path?**

**Next Steps / Employment:** analyze, plan and execute for the future

**One of the CLC 12 assignments requires you to attach your updated resume. Please review your resume and analyze what specifically on your resume shows your involvement in areas related to your career path or areas that allow you to develop the skills required in your chosen career. Explain using written descriptions, images etc.**

**What future steps are required to progress toward your career? Explain in detail what post secondary education / training is required?**

**Would volunteerism be of benefit to you in progressing in your chosen field? If so, research to identify and explain where you could volunteer that would better position you for future employment in your chosen career field.**

**Are there specific social media groups or industry related groups you should follow / join in order to be better informed on industry trends etc? Research to identify and explain which groups you could follow on social media or join and why they would be important in your chosen field.**

**Upon completing all necessary education and / or training for your field, identify 3 employers where you could realistically apply for a job. List the following (name of employer, full address, name of hiring manager or Head of Human Resources, job title you would like to apply for) and write a cover letter for one of them.**