

Alternanza Scuola Lavoro at John Cabot University
Project 1
2016-2017

Study Guide - How to Write a Cover Letter (ENG)

• <i>What is the purpose of a cover letter?</i>	
• <i>What is the difference between 'soft' and 'hard' skills?</i>	
• <i>List the 3 main parts of a cover letter</i>	
• 1.	
• 2.	
• 3.	
• <i>What is the function of the introduction?</i>	
• <i>What is the purpose of the main body?</i>	
• <i>How can you demonstrate your 'hard' skills?</i>	
• <i>How can you demonstrate your 'soft' skills?</i>	
• <i>What do you need to include in the conclusion?</i>	
• <i>What is a 'Call to Action' and how do you write one?</i>	