Create a Cover Letter

Last Modified on 05/15/2024 11:22 am EDT

The Cover Letter Builder helps users create a professional cover letter.

Cover Letters created in Pathful:

- Can be edited as many times as needed.
- Can be downloaded as a PDF.

Access the Cover Letter Builder

1. From the **Employability** drop-down menu, select **Cover letter builder**.
2. Select the **+New cover letter** button.
3. Complete each section of the cover letter. The cover letter auto-saves as you go, but it's best practice to select **Save and Close** (located at the top) before clicking away from the cover letter screen.
4. Example cover letters are linked on the right of the cover letter builder page.