

Create a Cover Letter

Last Modified on 10/21/2024 1:17 pm EDT

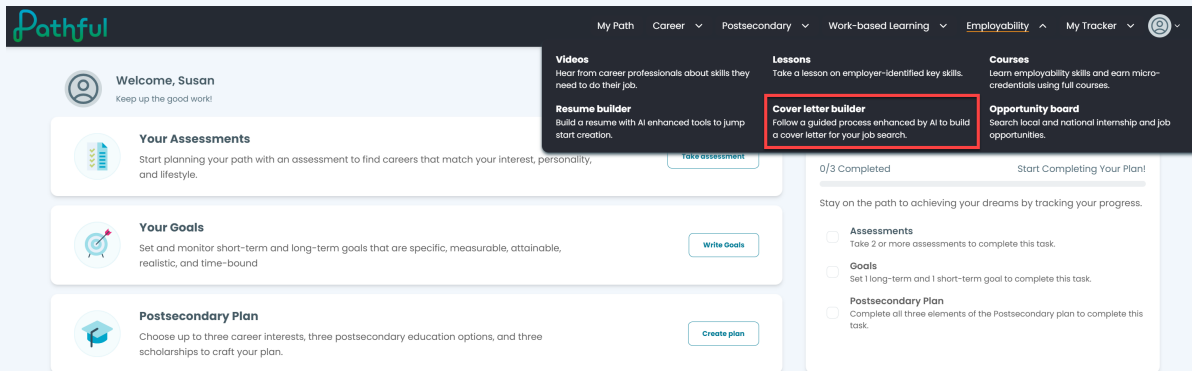
The Cover Letter Builder helps users create a professional cover letter.

Cover Letters created in Pathful:

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

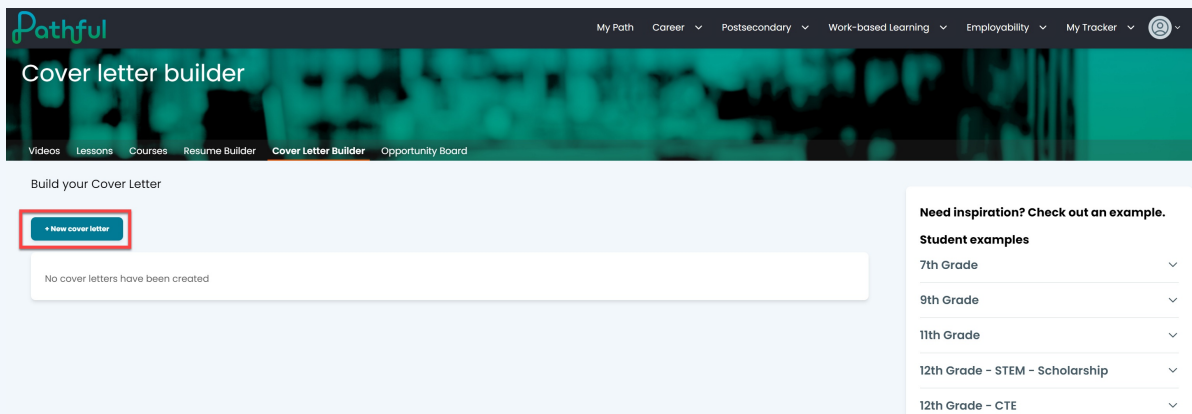
Access the Cover Letter Builder

1. From the **Employability** drop-down menu, select **Cover letter builder**.



The screenshot shows the Pathful dashboard for user Susan. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is open, and 'Cover letter builder' is highlighted with a red box. Other menu items include 'Videos', 'Lessons', and 'Courses'. The main content area features several cards: 'Your Assessments', 'Your Goals', 'Postsecondary Plan', 'Resume builder', and 'Cover letter builder' (highlighted). A progress bar on the right shows '0/3 Completed' and 'Start Completing Your Plan!'.

2. Select the **+New cover letter** button.



The screenshot shows the 'Cover letter builder' page. The top navigation bar is the same as in the previous screenshot. The main content area has a dark green header with 'Cover letter builder' and a sub-header 'Build your Cover Letter'. A red box highlights the '+ New cover letter' button. Below the button, a message states 'No cover letters have been created'. On the right side, there is a section titled 'Need inspiration? Check out an example. Student examples' with a list of options: '7th Grade', '9th Grade', '11th Grade', '12th Grade - STEM - Scholarship', and '12th Grade - CTE', each with a dropdown arrow.

3. Complete each section of the cover letter. The cover letter auto-saves as you work, but it's best practice to select **Save and Close** (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.

Cover letter builder

Videos Lessons Courses Resume Builder **Cover Letter Builder** Opportunity Board

Build your Cover Letter

A well-written cover letter will help you position yourself as a leading candidate to get the job you want. Use the Cover Letter Builder to create your cover letter.

Back

Save and Close

General Information

Cover Letter Name:

Susan's Cover Letter 10/21/2024

Recipient Information

Name: Position:

Company:

Address: City:

State: Zip: Date: mm/dd/yyyy

Need inspiration? Check out an example.

Student examples

- 7th Grade
- 9th Grade
- 11th Grade
- 12th Grade - STEM - Scholarship
- 12th Grade - CTE

Adult examples

- Vocational Rehabilitation
- General Workforce with Military Experience
- 2-year Degree
- College Student - Internship

