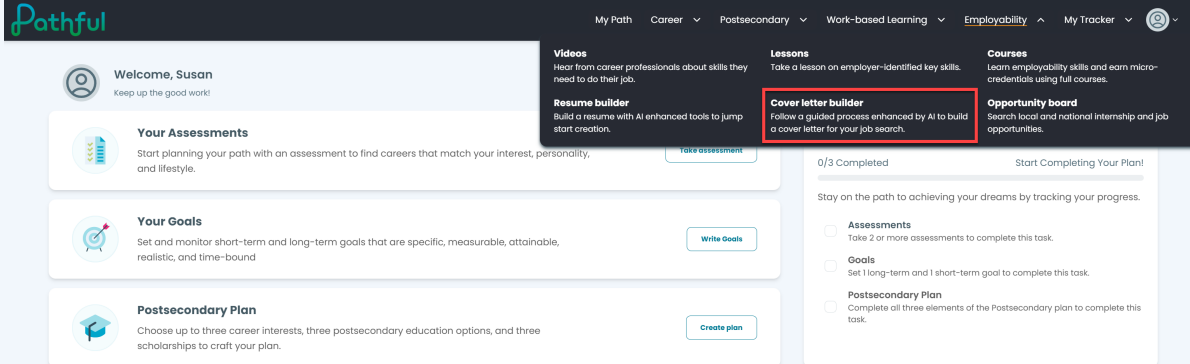


# Edit an Existing Cover Letter

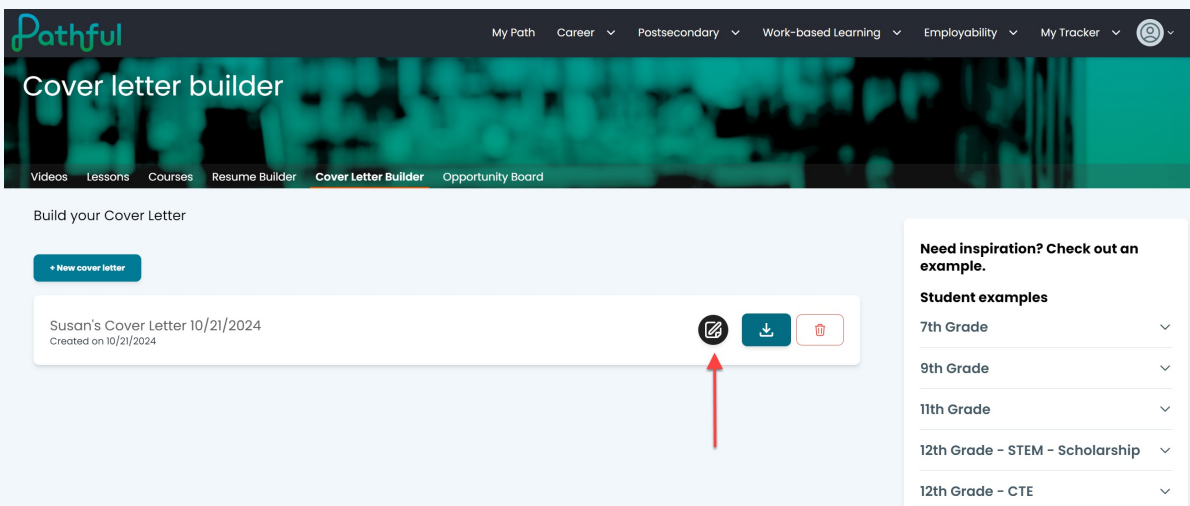
Last Modified on 10/22/2024 10:49 am EDT

## 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, showing options for 'Videos', 'Lessons', 'Courses', 'Resume builder', 'Cover letter builder', and 'Opportunity board'. The 'Cover letter builder' option is highlighted with a red box. Below the navigation bar, there are sections for 'Your Assessments', 'Your Goals', and 'Postsecondary Plan', each with a 'Take assessment', 'Write Goals', and 'Create plan' button respectively. On the right, there is a progress section titled '0/3 Completed' and 'Start Completing Your Plan!', with sub-sections for 'Assessments', 'Goals', and 'Postsecondary Plan'.

## 2. Select the edit icon next to your cover letter.



The screenshot shows the 'Cover letter builder' interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a header 'Cover letter builder' and a sub-header 'Build your Cover Letter'. A button '+ New cover letter' is visible. Below this, there is a list of cover letters. The first one is 'Susan's Cover Letter 10/21/2024' with a sub-text 'Created on 10/21/2024'. To the right of this cover letter are three icons: an edit icon (pencil), a download icon, and a delete icon. A red arrow points to the edit icon. On the right side of the interface, there is a section titled 'Need inspiration? Check out an example.' with a sub-section 'Student examples' containing a list of grades: '7th Grade', '9th Grade', '11th Grade', '12th Grade - STEM - Scholarship', and '12th Grade - CTE', each with a dropdown arrow.

## 3. Edit as needed.

## 4. Select Save and Close when you are done.

# 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

Message

Salutation:  
Intro:

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
  - College Graduate

