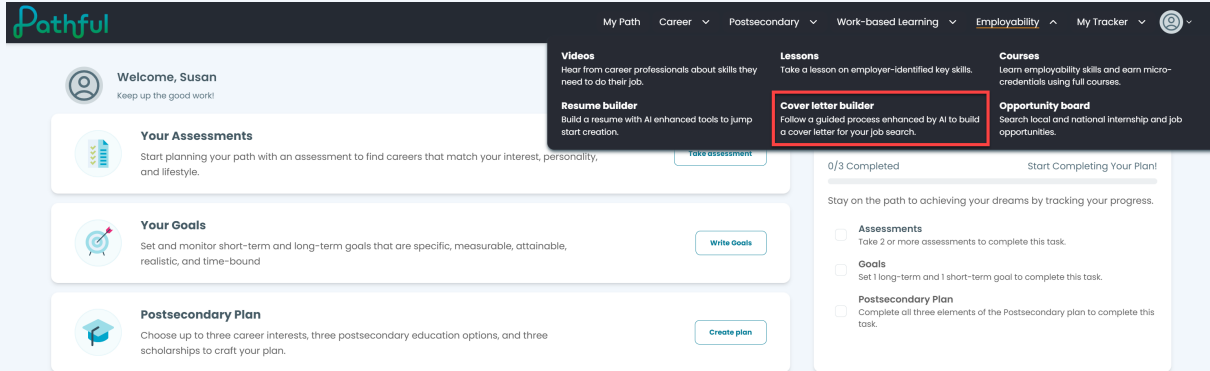


Delete a Cover Letter

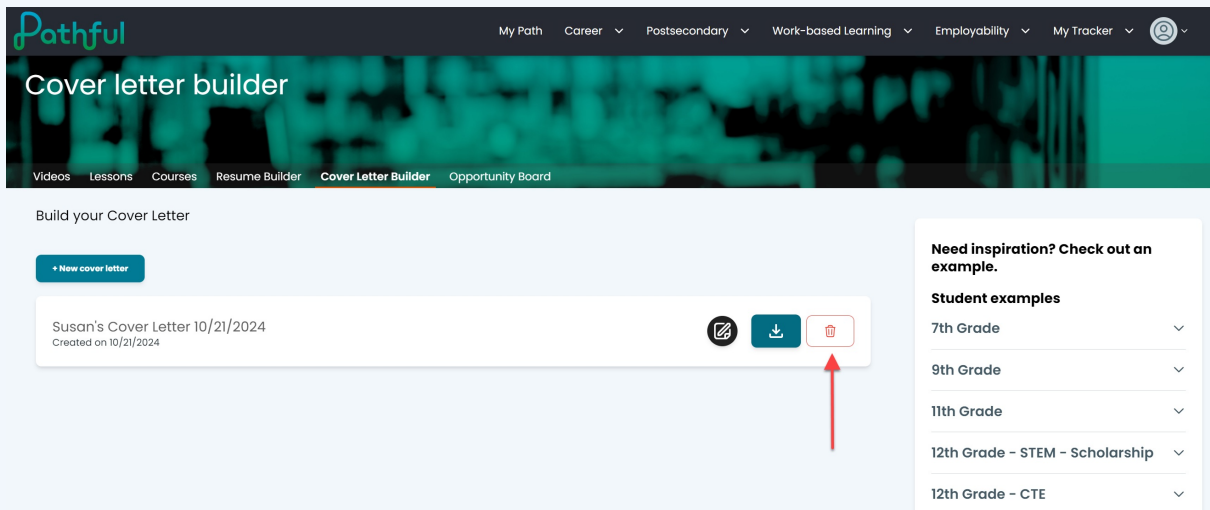
Last Modified on 10/22/2024 10:34 am EDT

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



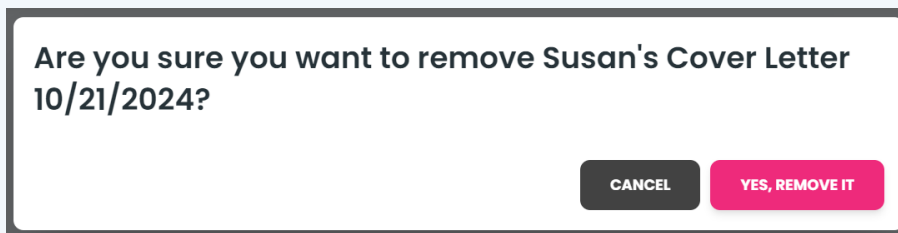
The screenshot shows the Pathful dashboard for user Susan. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is open, and the 'Cover letter builder' option is highlighted with a red box. Below the navigation bar, there are several sections: 'Welcome, Susan', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', 'Videos', 'Lessons', 'Courses', 'Resume builder', 'Cover letter builder', and 'Opportunity board'. The 'Cover letter builder' option is highlighted in the 'Lessons' section.

2. Select the delete icon next to the cover letter you want to remove.



The screenshot shows the 'Cover letter builder' interface. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Cover letter builder' option is highlighted in the 'Employability' menu. Below the navigation bar, there are several sections: 'Videos', 'Lessons', 'Courses', 'Resume Builder', 'Cover Letter Builder', and 'Opportunity Board'. The 'Cover Letter Builder' section is active, showing a list of cover letters. One cover letter is listed: 'Susan's Cover Letter 10/21/2024'. To the right of the cover letter is a delete icon (a trash can) which is highlighted with a red arrow. Below the cover letter list, there is a section titled 'Need inspiration? Check out an example.' with a list of 'Student examples' including '7th Grade', '9th Grade', '11th Grade', '12th Grade - STEM - Scholarship', and '12th Grade - CTE'.

3. Confirm you want to remove this cover letter.



The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to remove Susan's Cover Letter 10/21/2024?'. Below the text are two buttons: 'CANCEL' and 'YES, REMOVE IT'.

4. **WARNING:** deleting a cover letter is permanent!