

Communication Skills
Writing Cover Letter
Lesson Plan

<u>Objective:</u> Participants will be able to understand and practice creating an impressive cover letter.	
<u>Total Time:</u> 90 Minutes	
<u>Instructor Note:</u> After creating an effective Resume our participants also need to learn about cover letters so they can have these resources ready to be sent to potential employers. Participants will be able to understand why it's needed and how it can be created.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Concept Discussion and Demonstration:</u> <ul style="list-style-type: none"> ● Divide students in pairs ● Ask them to open their handbooks and read the concepts related to Cover letter writing and help each other understand those concepts ● Give them 5 minutes to educate themselves ● After 5 minutes, ask these questions and let students answer- <ul style="list-style-type: none"> - What is a Cover letter - Why do we need it - What do we include in a cover letter ● Help students understand these concepts if they find it difficult 	15 Minutes
<u>Activity1 : Writing a Cover Letter</u> <ul style="list-style-type: none"> ● Ask students to open their handbook and go to the activity “writing a Cover Letter” ● Ask them to write their Cover Letter in the space given in the handbook. Give them 15 minutes to complete the activity. Help students organise and articulate their thoughts. Ask them to write it in English language ● After 15 minutes, ask students to sit with their group members and check each other’s Cover Letter. Give them 5 minutes to find common questions or problems they identify in their group members’ Cover Letters ● Give them 5 minutes to ask questions and explain the concept again if needed 	25 Minutes

<p><u>Activity 2: Creating Cover Letter in MS Word</u></p> <ul style="list-style-type: none"> ● Ask students to open MS Word in their computers ● Give them 15 minutes to write their Cover Letter in MS Word ● Once 20 minutes are over, give them 5 minutes to again check the Cover Letters of their group members 	<p>20 Minutes</p>
<p><u>Activity 3: Peer feedback and improvisation</u></p> <ul style="list-style-type: none"> ● Tell participants that they have created their Resume and cover letter. These two documents will be used in the upcoming sessions like email writing, naukri and linkedin ● Reiterate the importance of having a ready to send Resume and cover letter ● Tell them that you will share your feedback on the final Cover Letter a day after in the mentorship session but they all will use 15 minutes to get final feedback from their peer group and do the improvisation ● Ask students to roam around and get their Resume and cover letter checked from atleast 2 people and make the updations real time ● After students are satisfied with the final version of their Resume and cover letter, ask them to upload these two documents in a drive folder with the name “Resume and Cover Letter_ Student Name_ Roll Number” and share the link with the trainer on email 	<p>20 minutes</p>
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	<p>5 Minutes</p>