

Cover Letter Builder

1. Navigate to Cover Letters in the left-hand portal menu, then select +New Cover Letter.



Notes:

2. **Cover Letter Name:** Provide a name for the cover letter and select Save & Continue.



Give your cover letter a name:

COVER LETTER NAME

Notes:

3a. New Cover Letter or Based on Resume: Choose to Create a New Cover Letter from scratch (step 4), or if you've created a resume in the portal, you can Choose a Resume to create a cover letter with info from your selected resume (step 3b).

How do you want to start your cover letter?

 <p>Create a New Cover Letter Walk me through each step.</p>	 <p>Choose a Resume Create my cover letter with info from an existing resume.</p>
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[Back](#) [Save & Continue](#)

3b. Choose a Resume: Choose one of your saved resumes and select Save & Continue.

Choose a resume

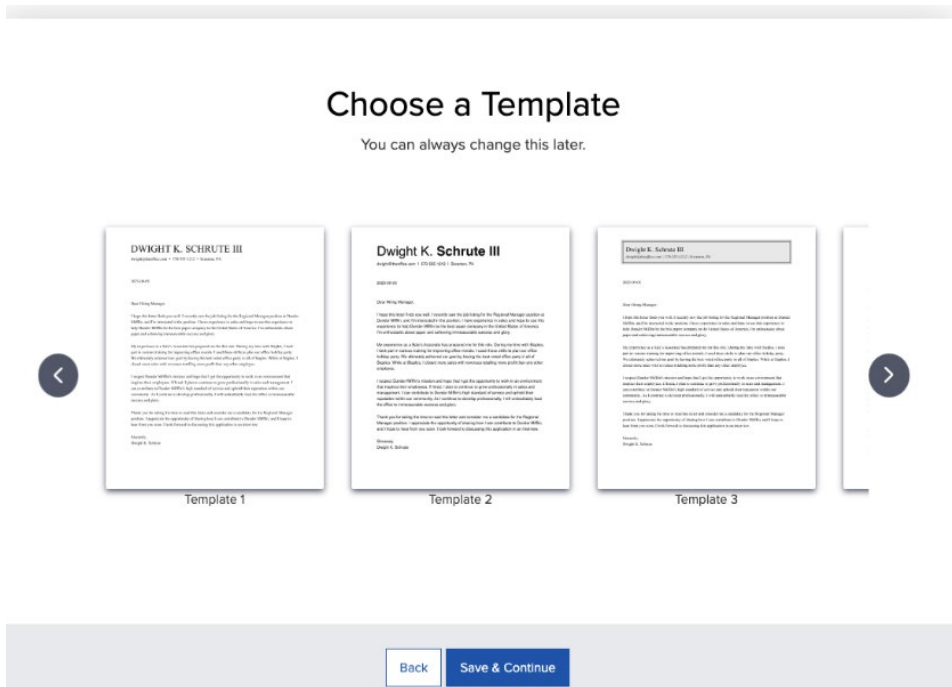
RESUMES

No Resume Selected ▼

[Back](#) [Save & Continue](#)

Notes:

3. Choose a Template: Select a template and hit Save & Continue



5. Job Application: Tell us what job you're applying to by either selecting a Saved Job (step 6a) or an Occupation (step 6b).

What job are you applying to?



Notes:

6a. My Saved Jobs: Choose the saved job you're applying to and select Save & Continue.

My Saved Jobs

Job Title	Employer Title	Choose Job
Graphic Designer - Multimedia		Choose
Key Holder Laura Canada		Choose
Video Editor And Marketing Assistant		Choose
Store Manager - Retail		Choose
Marketing Cloud Administrator		Choose

[Back](#) [Save & Continue](#)

Notes:

6b. Choose an Occupation: Select or type an occupation name, then hit Save & Continue.

Choose an Occupation

OCCUPATION

Search Occupations...

0011 - Legislators

0012 - Senior government managers
and officials

0013 - Senior managers - financial,
communications and other business
services

Back

Save & Continue

Notes:

7. Contact Details: Select or type an occupation name, then hit Save & Continue.

Note: Any contact details you've provided in your Jobs Portal profile will be automatically included however you still have the option of updating the contact information you wish to include in your cover letter.

What contact details would you like to include?

* FIRST NAME	* LAST NAME
<input type="text" value="Renee"/>	<input type="text" value="Jobseeker"/>
CITY	PROVINCE
<input type="text"/>	<input type="text"/>
PHONE NUMBER	
<input type="text"/>	
* EMAIL	
<input type="text" value="reneejobseeker@gmail.com"/>	

Notes:

8. Recent Jobs: Enter your most recent job title and years of experience. You can also use an older job title if it's more relevant to the job you want.

Choose +Add Position if you would like to include multiple jobs in your cover letter.

Select I don't have work experience if you'd like to skip this step.

Hit Save & Continue.

Tell us about your recent jobs

(You can also use an older job title if it's more relevant to the job you want.)

JOB TITLE	EXPERIENCE
<input type="text"/>	<input type="text"/>
I don't have work experience	
<input type="button" value="+ Add Position"/>	

<input type="button" value="Back"/>	<input type="button" value="Save & Continue"/>
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Notes:

9. Skills: Select 3 skills that show you're a fit for the position you're applying to.

Choose the Add a skill not listed link if you'd like to enter a skill not shown. Once you've added a skill in the Add Skills input, hit Return/Enter on your keyboard.

Select Save & Continue.

What 3 skills show you're a fit for the "Graphic Designer - Multimedia" position?

Account Management + Adobe Creative Suite + Artwork + Attention to Detail + Brand Strategy +

Certified User Experience Professional + Critical Thinking + Customer Service + Design Brief +

Design Research + Designing + Digital Content + Digital Marketing + Experience Design +

Graphic Design ✓ IT Sales + Information Architecture + Keyword Research +

Marketing Automation + Marketing Strategies + Microsoft Office + Office Suite + Problem Solving +

Research + Responsive Web Design + Retail Sales + Sales + Search Engine Optimization +

User Experience Design (UX) ✓ User Flows + Web Design ✓ Web Design Concepts +

Web Design Programs + Web UI + WordPress +

[Add a skill not listed](#)


Back

Save & Continue

Notes:

10a. Education: Choose Yes if you'd like to add education to your cover letter (step 10b), or No if you'd like to skip this step (step 11a).

Is there any education you would like to add?


Yes


No

Notes:

10b. Education: Select the type of degree, diploma or certificate you've earned, and enter the field of study. Select Save & Continue.


Tell us about your schooling:

<small>DEGREE, DIPLOMA OR CERTIFICATE</small>	<small>FIELD OF STUDY</small>
<input type="text" value="v"/>	<input type="text"/>

Notes:

11a. Work Gaps: Choose Yes if you have any work gaps you'd like to explain in your cover letter, or No if you'd like to skip this step.

Do you have any gaps in your work history you want to explain?


Yes


No

11b. Work Gaps: Choose the reason you were out of work and select Save & Continue.

Why were you out of work?

Impacted by pandemic Family / Personal Medical Issue Taking care of children Relocation Job searching

Travel Education Sabbatical

Notes:

12. Cover Letter Preview: From here you can:

Edit the content of your resume by selecting any of the Letter Sections.

Change the Template of your cover letter.

Download / Print your cover letter.

LETTER SECTIONS

Contact

Greeting

Body

Closing

Templates

Renee Jobseeker

reneetestjobseeker@gmail.com

Dear Hiring Manager,

I am thrilled to submit my application for the position of Graphic Designer - Multimedia. With over 10 years of experience as both a Graphic Designer and Web Designer, I am confident in my ability to bring a unique and creative perspective to your team. My extensive background in design, coupled with my Diploma in Graphic Design and certification as a User Experience Professional, make me an ideal candidate for this role.

Throughout my career, I have honed my skills in Graphic Design and Web Design, allowing me to create visually stunning and user-friendly designs. I have a keen eye for detail and a strong understanding of design principles, ensuring that every project I work on is both aesthetically pleasing and functional. I am proficient in using industry-standard design tools, including Adobe Creative Suite, and have a deep understanding of typography, color theory, and composition.

My experience as a Graphic Designer has equipped me with a diverse portfolio, showcasing my ability to work on a range of design projects, from brand identities to marketing materials. I have worked with clients across various industries, allowing me to adapt my design style and approach to meet their specific needs. My knowledge of user experience design principles further enhances my ability to create designs that effectively engage and resonate with users.

In my role as a Web Designer, I have been responsible for designing and maintaining visually appealing and user-friendly websites. I have a strong understanding of HTML, CSS, and JavaScript, which enables me to collaborate effectively with developers to bring my designs to life. My experience in web design also includes creating responsive designs that provide a seamless user experience across different devices.

I am confident that my skills and experience make me an ideal fit for the Graphic Designer - Multimedia role. I am eager to contribute my expertise to your organization and be part of a team that values innovation and creativity. I would love the opportunity to discuss how my qualifications align with the needs of your company in more detail.

Thank you for considering my application. I look forward to the possibility of an interview to further discuss how my skills can contribute to your team's success.

Sincerely,

Renee Jobseeker

Notes:

Edit a cover letter

To edit a cover letter you've already created, navigate to Cover Letters in the left-hand portal menu, then select Edit.

This will take you through the series of questions where you can update any of your answers or, select Save & Continue until you reach the preview screen to make further changes to the content or template.

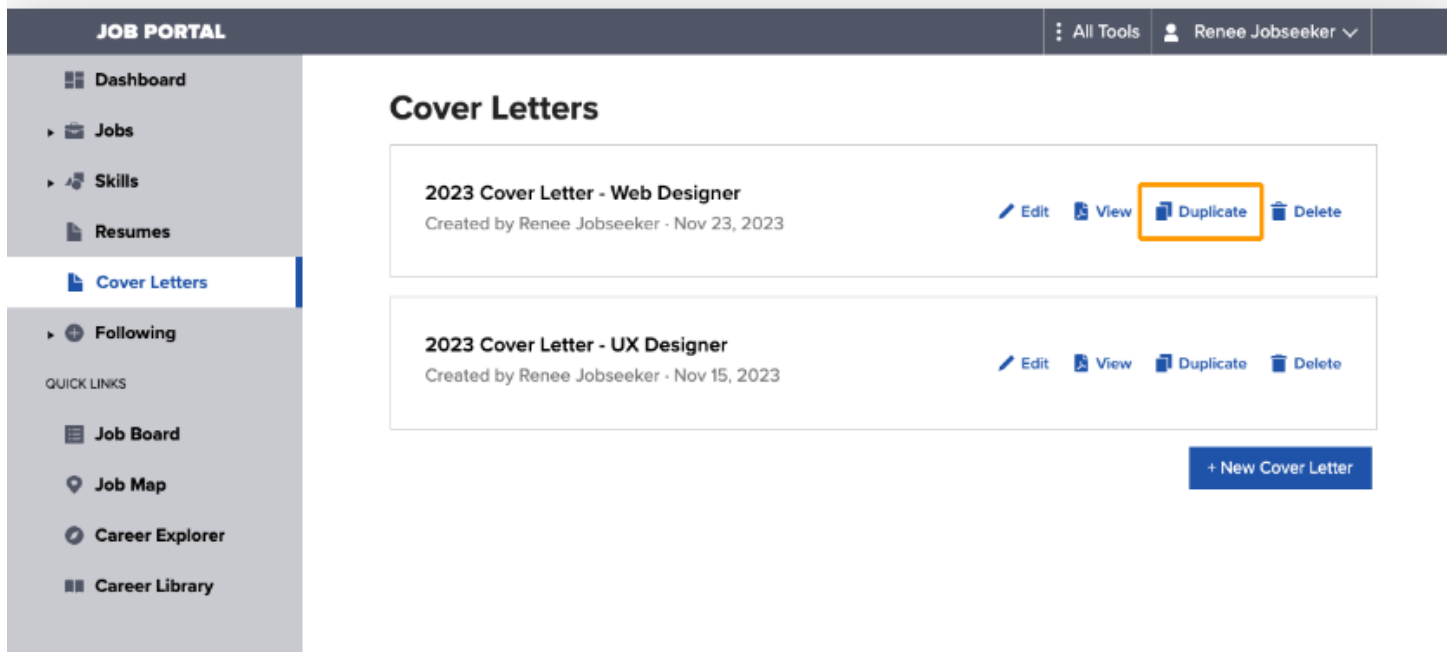
The screenshot displays the 'JOB PORTAL' interface. The top navigation bar includes 'All Tools' and the user profile 'Renee Jobseeker'. The left sidebar menu lists various sections: Dashboard, Jobs, Skills, Resumes, Cover Letters (highlighted), Following, and Quick Links (Job Board, Job Map, Career Explorer, Career Library). The main content area is titled 'Cover Letters' and contains two entries:

- 2023 Cover Letter - Web Designer**
Created by Renee Jobseeker · Nov 23, 2023
Action buttons: Edit (highlighted with an orange box), View, Duplicate, Delete
- 2023 Cover Letter - UX Designer**
Created by Renee Jobseeker · Nov 15, 2023
Action buttons: Edit, View, Duplicate, Delete

A '+ New Cover Letter' button is located at the bottom right of the list.

Duplicate a cover letter

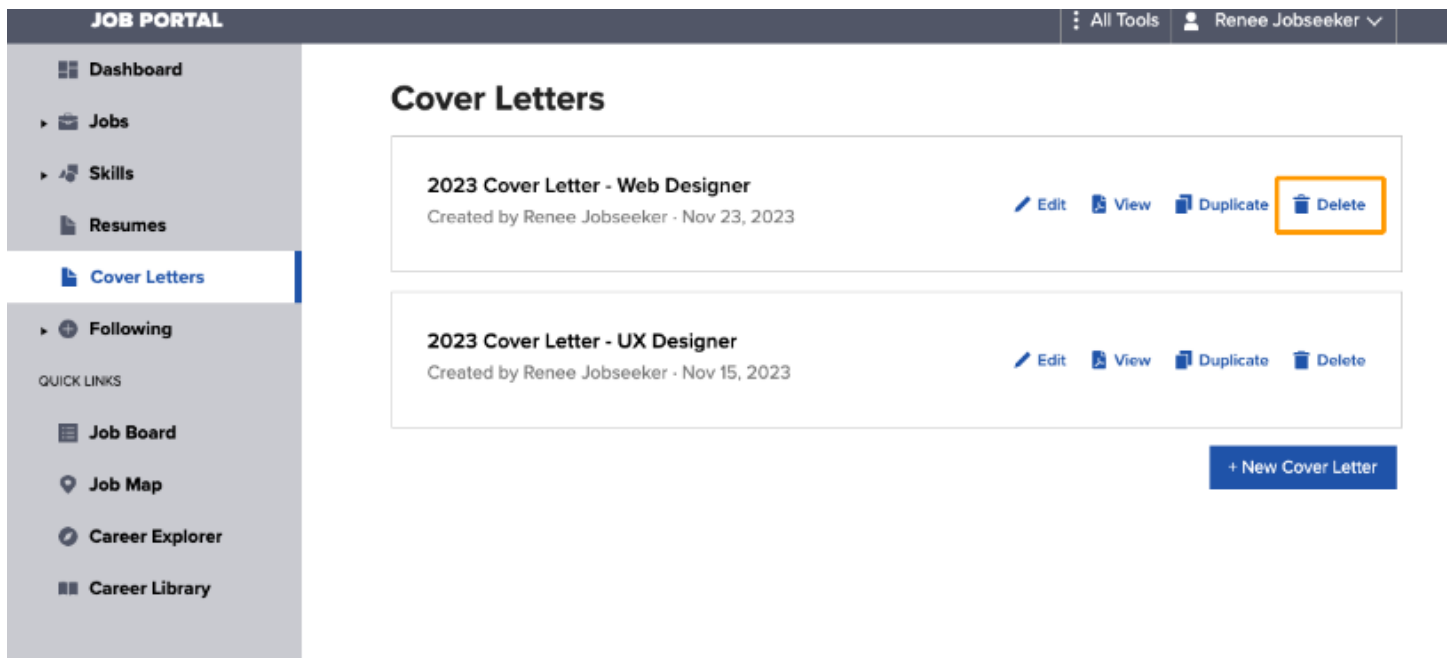
To duplicate a cover letter you've already created, navigate to Cover Letters in the left-hand portal menu, then select Duplicate.



The screenshot shows the 'JOB PORTAL' header with 'All Tools' and 'Renee Jobseeker' dropdown. The left sidebar includes 'Dashboard', 'Jobs', 'Skills', 'Resumes', 'Cover Letters' (selected), 'Following', and 'QUICK LINKS' (Job Board, Job Map, Career Explorer, Career Library). The main content area is titled 'Cover Letters' and lists two items: '2023 Cover Letter - Web Designer' (created Nov 23, 2023) and '2023 Cover Letter - UX Designer' (created Nov 15, 2023). Each item has 'Edit', 'View', 'Duplicate', and 'Delete' buttons. The 'Duplicate' button for the first item is highlighted with an orange box. A '+ New Cover Letter' button is at the bottom right.

Delete a cover letter

To delete a cover letter, navigate to Cover Letters in the left-hand portal menu, then select Delete.

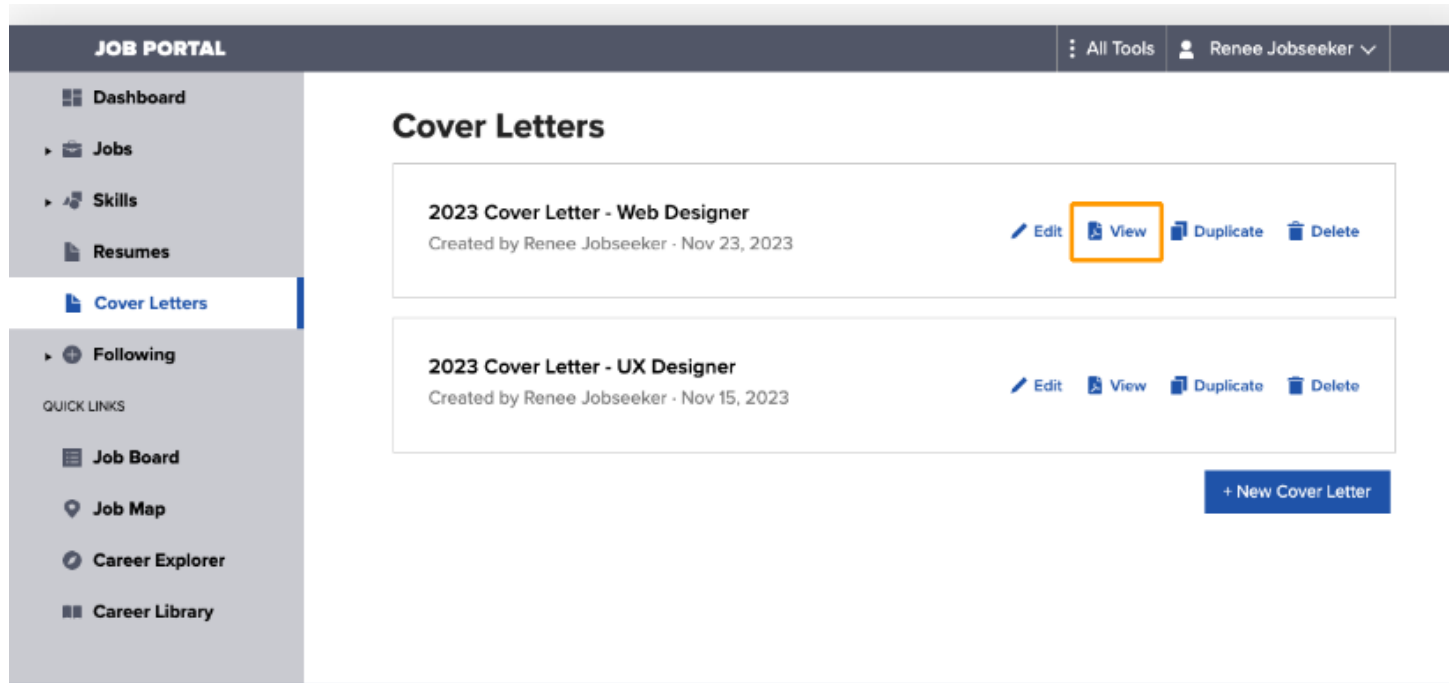


This screenshot is identical to the previous one, showing the 'JOB PORTAL' interface with the 'Cover Letters' section. The 'Delete' button for the '2023 Cover Letter - Web Designer' is highlighted with an orange box. The rest of the interface, including the sidebar and main content area, remains the same.

View a cover letter

To view a cover letter you've already created, navigate to Cover Letters in the left-hand portal menu, then select View.

This will allow you to view, download, or print your cover letter.



The screenshot shows the 'JOB PORTAL' interface. The top navigation bar includes 'All Tools' and the user profile 'Renee Jobseeker'. The left-hand menu is expanded to 'Cover Letters'. The main content area, titled 'Cover Letters', displays two cover letter entries:

- 2023 Cover Letter - Web Designer**
Created by Renee Jobseeker · Nov 23, 2023
Action buttons: Edit, View (highlighted with an orange box), Duplicate, Delete
- 2023 Cover Letter - UX Designer**
Created by Renee Jobseeker · Nov 15, 2023
Action buttons: Edit, View, Duplicate, Delete

A '+ New Cover Letter' button is located at the bottom right of the list.

Notes:
