

# Cover Letters

Description: A great resume needs a great cover letter. We'll help you create one.

What you will learn:

- ♦ The purpose of a cover letter
- ♦ How cover letters are used
- ♦ A review of sample cover letters
- ♦ Constructing your own cover letter

Textbooks/materials: Varied

Michigan Works Service Center Locations/Times:

<b><i>PH</i></b>	1 <sup>st</sup> Thursday of the month 1:00 p.m. to 3:00 p.m.	Code: JT23
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or	3 <sup>rd</sup> Wednesday of the month 9:00 a.m. to 11:00 a.m.	Code: JT23
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<b><i>CT</i></b>	2 <sup>nd</sup> Thursday of the month 10:00 to noon	Code: JT22
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<b><i>R</i></b>	2 <sup>nd</sup> Tuesday of the month 2:00 p.m. to 4:00 p.m.	Code: JT21
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