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| 1. **In your own words, what is a cover letter?** |
| {Type Here} |

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| 1. **In your own words, what is the purpose of a cover letter?** |
| {Type Here} |

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| 1. **How do you make a connection?** |
| 1. {Type Here} 2. {Type Here} 3. {Type Here} |

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| 1. **What type of font can you use on a cover letter?** |
| {Type Here} |

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| 1. **What does the heading include?** |
| {Type Here} |

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| 1. **What type of information does the inside address have?** |
| {Type Here} |

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| 1. **What’s in the first paragraph?** |
| * {Type Here} * {Type Here} * {Type Here} |

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| 1. **What’s in the body paragraph** |
| * {Type Here} * {Type Here} * {Type Here} * {Type Here} |

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| 1. **What in the closing paragraph?** |
| * {Type Here} * {Type Here} * {Type Here} * {Type Here} * {Type Here} |

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| 1. **What are some helpful hints?** |
| * {Type Here} * {Type Here} * {Type Here} * {Type Here} * {Type Here} |