Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Formative Assessment**

Cover Letter Quiz

1. What is the purpose of a cover letter? (2 pts.)
2. Please list the four types of cover letters discussed during the lecture. (4 pts.)
3. Why is it important to research information about the company to which you are applying? (2 pts.)
4. In what section of the cover letter do you provide your argument, with evidence, as to why you would be a valuable asset to the organization? (2 pts.)
5. In what sections of the cover letter do you provide your contact information? (2 pts.)
6. In what section of the cover letter do you express your desire to meet with the organization? (2 pts.)
7. T or F In formatting a cover letter, the body of the letter should be double-spaced. (1 pt.)
8. T or F In cover letters it’s okay to use contractions like can’t and don’t. (1 pt.)