

Fictional Cover Letter Lab

NAME _____ DATE _____ PERIOD _____

1. Case File and Evidence Match

Position: Pecan Creek Animal Care - Student Office Assistant

Applicant: Jordan Rivera · jordan.rivera@example.com · Irving, Texas

Status: fictional classroom case; nothing is sent

Jordan organized a class supply checkout for six weeks, checked 120 spreadsheet entries, revised labels after classmates reported confusion, greeted families during a supervised school event, and asks clarifying questions. Skills include accuracy, organization, respectful communication, Google Docs, and Google Sheets. No paid work or credential is claimed.

THE POSTING NEEDS...	JORDAN CAN TRUTHFULLY SHOW...
accurate data entry	
respectful communication or organization	

One gap Jordan must not hide or invent:

Word bank: requirement/requisito · evidence/evidencia · tailor/adaptar · qualification/cualificación · revision/revisión

2. Plan Three Short Paragraphs

Opening: name the position, how Jordan learned about it, and one specific reason for interest.

Evidence: connect two posting needs to two supplied actions.

Frame: **Your posting asks for [need]. Jordan demonstrated [skill] when [action and result].**

Closing: thank the reader and name an authorized next step without pressure.

3. Full Draft

Write three short paragraphs. Use only the fictional evidence above. Plain, specific language is stronger than inflated enthusiasm.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

4. Evidence Audit

- ☐ Names the correct fictional role and employer.
- ☐ Uses two accurate evidence links.
- ☐ Does not invent work history, credentials, results, or employer facts.
- ☐ Does not include real address, phone, email, ID, family, health, or schedule data.
- ☐ Uses a courteous close and authorized next step.
- ☐ Sounds like a person, not a template filled with generic praise.

Star one sentence you will revise on the final page.

5. Final Simulation Letter

Recipient role if no verified name is available: **Hiring Manager / Office Manager / Human Resources**

[illegible]

6. Make the Revision Visible

Before phrase: _____

After phrase: _____

The change improved **accuracy / specificity / relevance / clarity** because:

Not sent: This simulation uses a fictional applicant, employer, and `example.com` address. A real applicant follows the posting about whether a cover letter is required.