**Writing Résumés and Cover Letters**

**Respond to the Cover Letter**

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| Name: |  | Date: |  |

Answer these questions about the reading.

1. How does the writer start off the cover letter? What else does the writer do in the first paragraph? Why is this approach effective?
2. What does the writer do in the two middle paragraphs of the cover letter?
3. What does the writer do in the closing of the cover letter? What kinds of sentences does he use (statement, request, question, exclamation)? Why are these kinds effective?