MONEYONLINERS CAREER ACADEMY

Lesson 13 Workbook

How to Write a Cover Letter That Supports Your Job Application

Module 2: CV, Resume & Professional Brand

Focus: how to write a cover letter

Purpose of This Workbook

Use this workbook to turn the lesson into practical career decisions and actions. Write specific answers based on your own goals, experience and circumstances. Revisit your answers as your career develops.

My Lesson Goal

By the end of this lesson, what do I want to understand, decide or improve?

Notes

Professional Profile Audit

• What result or value can I prove?

Notes

• Which achievements can I quantify?

Notes

• Which parts of my resume/CV/profile need clearer evidence?

Notes

Employer View

- What would a recruiter understand about me in 20 seconds?

Notes

- Which keywords are relevant to my target role?

Notes

- What information is missing or distracting?

Notes

Improvement Plan

- Choose three changes to make to my professional materials.

Notes

- Who can review them?

Notes

- Set a completion date.

Notes

My Action Plan

Turn what you learned into a small number of clear next steps.

Action	Deadline	Evidence of Completion

Key Lesson I Want to Remember

Notes

Career decisions depend on your goals, location, industry, qualifications and circumstances. Use this workbook for education and planning, and verify local employment or professional requirements when needed.