

How to write a cover letter ?

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

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System Requirements



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For this tutorial,



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For this tutorial,

- ▶ **You will need a working Internet connection and any web browser**



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For this tutorial,

- ▶ You will need a working Internet connection and any web browser
- ▶ I will be using Google Chrome a web browser



System Requirements

For this tutorial,

- ▶ You will need a working Internet connection and any web browser
- ▶ I will be using Google Chrome a web browser
- ▶ You can use any other web browser to practice



What are we going to learn?



Assignment

As an assignment,

- ▶ **Draft a cover letter for your resume**
- ▶ **Once done share it with your friends for feedback**



About the Spoken Tutorial Project

- ▶ The video at the following link summarizes the Spoken Tutorial project https://spoken-tutorial.org/What_is_a_Spoken_Tutorial



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- ▶ Please download and watch it



Spoken Tutorial Workshops

- ▶ We conduct workshops and give certificates.
- ▶ For more details, please write to us
contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ If you have questions in THIS Spoken Tutorial, Please visit our website
<https://forums.spoken-tutorial.org>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ The Spoken Tutorial project will ensure an answer. You will have to register to ask questions.



Forum for Specific Questions

- ▶ **The Spoken Tutorial forum is for specific questions on this tutorial.**
- ▶ **Please do not post unrelated and general questions on them.**
- ▶ **This will help reduce the clutter.**
- ▶ **With less clutter, we can use these discussions as instructional material.**



Acknowledgements

- ▶ **Spoken Tutorial project was established by the Ministry of Education(MoE), Govt of India**



Thank You

- ▶ **Sound Editing: Deepak Jangir**
- ▶ **Graphics & Animation: Vasudha Gupta**
- ▶ **Direction: Khushalsingh Rajput**

