
Participant Guide July 2026: Cover Letters

Network to Work Lessons & Materials
are on the Participant Portal at:
A4td.org/resources

Meeting Ground Rules:

- Silence your phones
- Maintain confidentiality
- Listen to others
- Participate
- Use the “Parking Lot”

Today’s Agenda:

1. Materials

- Welcome! Please sign in.
- Your **Career Navigator** (CN) and **Case Management Participant Assistant** (CMPA) have your meeting agenda and various program materials available for you on the table.
- Please be sure to provide us with any changes in your address, phone or email.

2. Welcome and Opening Remarks

- **Introductions: Introduce yourself:**
 - What you learned in the past month
 - Job goal
 - Host Agency
- “What do you hope to take away from or learn at today’s meeting?”

3. We Celebrate You! Participant Success

- Achievements are discussed.

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Cover Letters”

NOTES: _____

5. Job Readiness: Cover Letters

NOTES: _____

- **Activity/Discussion – “Writing a Cover Letter”**

NOTES: _____

6. Workplace Safety Video:

- **Ways to Save Your Knees - Knee Safety - Prevent Knee Pain (3:23)**
- This video discusses three ways to save your knees and help ensure they stay healthy for a lifetime of service.
- Webpage: https://www.youtube.com/watch?v=3OL7ZY9_Vos

NOTES:

7. Miscellaneous Matters

- **Additional information**

NOTES:

8. Jobs in the Area / Peer to Peer Support and Sharing

- **Staff will share job contacts / potential opportunities** that you should apply for when the opportunity matches your job goal.
- **Participants:**
 - Share job contacts and opportunities you know about.
 - Share any wisdom or insight you have gained from your own job search.
 - Share any challenges you are facing for which you'd like group support or input.

NOTES:

9. A4TD News & Notes

- **Jobs, Jobs, Jobs!**
 - American Job Centers (AJC)/CareerOneStop: It is a SCSEP requirement that participants use the American Job Centers/ CareerOneStop board as part of their job search. Please keep your resume updated.
 - Job Search: As a SCSEP participant, you have agreed to actively learn skills and participate in a job-search. Complete your Job Search Activity Log (JSAL) monthly. Log in to the CareerOneStop/AJC job site twice per month.
 - Offsite Training: Offsite Training and Supportive Services are available. Talk to your Cempa or CN about what you believe would be helpful.
 - Do you have family or friends that could benefit from the SCSEP Program? Take a flyer, have them apply on our website, or contact your CN/Cempa!
- **All A4TD Training Centers will be closed** on Friday, June 3, in observance of Independence Day. Your Host Agency may be closed on that day. If so, please make plans with your Cempa and your Host Agency supervisor to make up your hours **during the same pay period**.
- Please complete the Participant Consent to Receive Text Messages Form (provided by A4TD Staff)
- You must notify your local A4TD training center staff / Case Management Participant Assistant office:
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status.
 - If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.
- **Timesheet Reminders:**
 - Names, Places, Dates, Signatures: all must be filled out!
 - Do not forget to total the right-hand column and at the bottom.
 - Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform).
 - It is your responsibility to save your paystubs.
 - For today's meeting in the "Explanation of Offsite Training Activities column", write "Network to Work meeting".
 - You cannot train more than 8 hours on any single day, even a day with a Network to Work meeting.

10. Conclusion of the Meeting

Next Meeting:

- _____day, August _____, 2026 at _____
- The **August** meeting topic is **Applying for Jobs Online**.
- To prepare for next month’s meeting, find a job posted ONLINE on a company website or job board, like indeed.com, that you want to apply to, and bring a copy of the job posting.

- All Participants are required to complete a Job Search Activity (JSAL). Bring your Job Search Activity Log (JSAL) to the next meeting.

July 2026 Topic: Cover Letters

Cover Letters Resource Document

Use this guide to help write cover letters. Each section includes common skills employers look for, example phrases you can use and a resource link.

General Cover Letter Tips

- Match your skills to the job posting.
- Use examples from your SCSEP Community Service Assignment, training, school, volunteering, internships, or work experience.
- Include action words such as managed, assisted, organized, supported, or communicated.
- Explain why you are interested in the company or position.
- Keep your cover letter professional and positive.

1. Customer Service Representative

Common Skills Employers Look For: communication, problem-solving, active listening, patience, computer skills

Example sentence: “I have strong communication and problem-solving skills and enjoy helping customers resolve issues efficiently.”

Resource Link: <https://www.bls.gov/ooh/office-and-administrative-support/customer-service-representatives.htm>

2. Food Preparation & Service Worker

Common Skills Employers Look For: teamwork, food safety, time management, customer service

Example sentence: “I work well in fast-paced environments and understand the importance of teamwork and food safety.”

Resource Link: <https://www.bls.gov/ooh/food-preparation-and-serving/food-and-beverage-serving-and-related-workers.htm>

3. Home Health Aide

Common Skills Employers Look For: compassion, empathy, patient care, reliability, communication

Example sentence: “I am compassionate, dependable, and committed to providing quality care and support to others.”

Resource Link: <https://www.indeed.com/career-advice/cover-letter-samples/home-health-aide>

4. Personal Care Aide

Common Skills Employers Look For: empathy, patience, organization, assisting daily living activities

Example sentence: “I am patient and attentive when assisting individuals with daily activities and personal needs.”

Resource Link: <https://www.bls.gov/ooh/healthcare/home-health-and-personal-care-aides.htm>

5. Retail Salesperson

Common Skills Employers Look For: sales, communication, teamwork, customer service, computer skills

Example sentence: “I enjoy helping customers find products that meet their needs while creating a positive shopping experience.”

Resource Link: <https://www.bls.gov/ooh/sales/retail-sales-workers.htm>

6. General Office Clerk

Common Skills Employers Look For: organization, computer skills, typing, communication skills, attention to detail

Example sentence: “I am organized, detail-oriented, and comfortable using computers and office equipment.”

Resource Link: <https://www.bls.gov/ooh/office-and-administrative-support/general-office-clerks.htm>

7. Stock Clerk

Common Skills Employers Look For: inventory management, organization, attention to detail, physical stamina

Example sentence: “I am dependable and organized, with the ability to keep inventory accurate and shelves stocked.”

Resource Link: <https://www.bls.gov/ooh/office-and-administrative-support/material-recording-clerks.htm>

8. Child Care Worker

Common Skills Employers Look For: patience, supervision, communication, creativity, teaching

Example sentence: “I enjoy supporting children’s learning and safety in a caring and structured environment.”

Resource Link: <https://www.bls.gov/ooh/personal-care-and-service/childcare-workers.htm>

9. Janitor

Common Skills Employers Look For: cleaning, organizing, reliability, time management, safety awareness

Example sentence: “I take pride in maintaining clean, safe, and organized spaces for others.”

Resource Link: <https://www.bls.gov/ooh/building-and-grounds-cleaning/janitors-and-building-cleaners.htm>

Network to Work Meeting – July 2026

Activity: Cover Letter Practice

Part 1: Review the Job Posting and answer the questions below.

Job Title:

Company Name:

List 3 skills the employer is looking for:

1.

2.

3.

List 2 qualifications or experiences required:

1.

2.

Part 2: Note Important Information

Underline or circle the following in the job posting:

- Skills
- Action Words
- Experience Requirements
- Education Requirements

Part 3: Cover Letter Practice - Fill in the blanks to create your cover letter.

Your Name _____
Your Address _____
Your Phone Number _____
Your Email _____
Date _____

Hiring Manager Name _____
Company Name _____
Company Address _____

Dear _____ or Hiring Manager,

I am excited to apply for the _____ position at [Company Name]
_____. I believe my experience in _____ and
_____ makes me a strong candidate for this role.

I [enter example sentence here] _____

AND/OR

As a [enter training track] _____ Intern in the Senior Community
Service Employment Program (SCSEP), I developed strong skills in
_____, _____, and _____.

I am especially interested in working for [company name] _____
because _____.

Thank you for considering my application. I would welcome the opportunity to meet
with you to discuss how I can contribute to your team.

Sincerely,
Your Name _____

Part 4: Reflection Questions

Why did you choose this job?

—

—

Which skills do you already have for this position?

—

—

Which skills do you need to improve for this position? How will you improve?

—

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