The Weekly Writer

THINGS TO DO...

Workshop: Improving Cover Letters
Feb 23 | 11 a.m. - 12 p.m.

Whether you're applying to a job/internship or crafting your cover letter for future opportunities, we would love to support you as you start, draft, and/or revise. Check our online scheduler for times and other programs.

Virtual Graduate Writers' Room
Mar 7 | 10 a.m. - 12 p.m.

Writers' Rooms are dedicated times for graduate writers to work on their academic writing projects (e.g., scholarly articles, dissertations, etc.). Writers should plan to spend most of the two-hour block in independent writing; however, Writing Lab tutors will be available for very brief, limited consultations if concerns arise during the writing time. Check our online scheduler for more times and programs.

Writing Consultations
Monday-Friday until May 6 | 9 a.m. - 9 p.m.

Our consultants are standing by for face-to-face and remote, virtual consultations.You can choose an online (live chat), etutoring (asynchronous email), or a face-to-face appointment. There are a limited number of appointments available after 6 pm. Check our online scheduler for more information. More information on our consultation options...

English Conversation Groups
Monday-Friday

If you are a Purdue University student or scholar whose first language is not English, the Writing Lab's conversation groups are a terrific way to improve your fluency and expand your vocabulary. More info on English Conversation Groups...

- **Virtual Monday** 10:30 a.m. - 11:30 a.m.
- **Tuesday** 3:30 p.m. - 4:30 p.m.
- **Wednesday** 5:00 p.m. - 6:00 p.m.
- **Thursday** 10:30 a.m. - 11:30 a.m.
- **Friday** 2:30 p.m. - 3:30 p.m.

SIGN UP HERE

SPOTLIGHT ON...

A Short Guide to Cover Letters

If you want a short guide to writing cover letters, this is it! Be sure to examine the "Quick Formatting Tips for Cover Letters" for helpful information about your cover letter's page design. Please refer to the more in-depth cover letter handouts and the cover letter online workshop for explanations and more ideas.

There are four basic parts to a cover letter: heading, introduction, argument/body, and a closing. Here are some tips on what to include in each section:

- *For more information*, check out **the OWL**.
- *For a more in-depth look*, sign up for our **upcoming workshop** on **February 23 at 11 am**. Look for our group programs schedule to sign up.
- *For a **one-on-one consultation***, sign up for a writing consultation with any of our tutors.

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