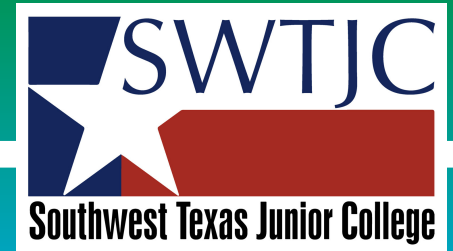


Pathful explore

Kick off your career journey with pathful.com/explore/!



You've been given access to pathful.com/explore/ to help you plan your career journey. Check out the resources available to you:

1 Interest, value, and aptitude assessments

Get started with assessments to help personalize your Pathful explore experience, and learn more about careers that might be a fit for you.



2 Awareness, Exploration & Engagement

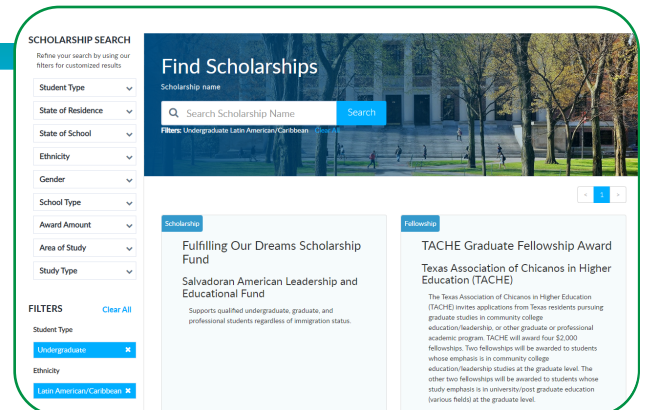
Hear from real people in real jobs with Day in the Life and Q&A videos.

Then, use built-in tools to learn about:

- Required training & education
- Salary
- Future outlook
- Related careers... and more!

3 Planning

Goal setting tools, scholarship search, and more will help you get and stay on track to reach your goals.



4 Education & preparation

Access lessons you can complete on your own on job readiness skills, so you can be prepared when you get started.

PROGRESS:

- Introduction
- Understanding the Difference Between a Cover Letter and a Resume
- Video: The Difference Between a Cover Letter and a Resume
- Essential Information to Include in a Cover Letter**
- Video: What to Put in a Cover Letter
- Quiz on Video
- Review Cover Letter Examples
- Take a Quiz
- Build Your Cover Letter
- Reflecting on Writing Your Own Cover Letter
- Submit Assignment

Essential Information to Include in a Cover Letter

Instructor Message:
Cover letters have sections that require different information. When combined, the information potential employer to review.
Access the following document on the essential information for any cover letter. You will refer later in this lesson.

Click on the button to visit an external web page.

[Follow This Link](#)

[Previous](#)

TOOLS

- Assessments
- Resume / Cover Letter**
- Postsecondary Plan
- Goal Setting

A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.
The Help Center has several examples of completed Cover Letters and Resumes for you to review. [Click here](#) to see them.

1. GENERAL INFORMATION

Resume Name: *

First Name: * Last Name: * Middle Name:

Address 1: * Address 2:

City: * State: * Zip: *

Home Phone: * Cell Phone: * Email: *

5 Application & Placement

The built-in resume builder, college search, and job search tools will help you find and land your dream job.

6 Job Search

The Jobs menu allows users to search for jobs, internships, and work-based learning (WBL) programs. Searches automatically default to a student's city/state, but are easily expanded to a wider geographical range. Users can then favorite jobs to return to later. When ready, students may apply directly on Indeed.com from the job link.

JOBS

- Job Search**
- Internship Search
- WBL Board
- My Jobs

What: Where: [Search](#) [Advanced Search](#)

1 2 3 4 5

ELECTRICIAN II
Blount County Schools
Asheville, NC
Pay Range: (\$17.08-\$19.62) (based on state service) - salary range includes the 10.77% local supplement. Minimum Degree Level: High school or equivalent.
🕒 22 days ago

COMMERCIAL
Haynes & Lumsden
Asheville, NC
Your SUPERSTAR job
🕒 1 day ago