

WRITING A COVER LETTER

A cover letter is a one-page typed letters that has three goals: 1) To introduce yourself to an employer; 2) To briefly describe your skills and work/volunteer experience; and 3) To ask the employer for an interview or a job. When submitted by person or by mail, the cover letter is first, followed by the resume, then the application. The cover letter, resume, and application may be neatly stapled together in the upper left corner. When you are applying for a job outside your community and have been unable to get an application, you may send a cover letter and resume (without the application) to introduce yourself to the employer. Like a resume, a cover letter will impress an employer because it shows that you plan in advance, are organized, and really want the job.

Tips for Cover Letters

- Apply for a specific job. Do not ask for any job that is available.
- Use a colon (:) not a comma (,) after Dear Sir. Commas are used in friendly letters, not business letters. If you know the person's name, use it instead of Sir or Madam.
- List any elective classes that relate to the job you are applying for. For example, if the job requires speaking Spanish, you should make known the fact that you have taken Spanish. Don't list any classes that everyone must take such as English, math, or history.
- Include the job titles of any jobs you've had in the past. Also include any skills you learned while on the job.
- Center the letter on the page.
- Paragraph #1 should state the job you are applying for. Paragraph #2 should state your education, skills, and experience. Paragraph #3 should say something positive about the company (go online to find out more about the company). Then ask for an interview or the job.

Your Assignment

You will be writing a single-spaced cover letter to one or more of the companies from the mock job fair held the other day. Use the job posting(s) and business card(s) to help you as you fill out the job application(s). Emphasize the qualities that you have that match the qualifications listed on the job posting(s). Use the business card to find the name of the owner or manager. Address your cover letter to the manager or owner. The more businesses you apply to, the better your odds are of getting a job.

Staple your cover letter(s) to your revised résumé(s) and job application(s) (in that order). This assignment is due on _____.

32156 Orange Ave (your address here)
Nuevo, CA 92567
jqstudent@hotmail.com (your e-mail address here)
February 13, 20__ (current date here)

(press enter 5 times)

Mr. Clarke, (employer)
AVID Coordinator (title)
Nuview Bridge Early College High School (name of business)
30401 Reservoir Ave (address of business here)
Nuevo, CA 92567

(press enter 2 times)

Dear Mr. Clarke:

(press enter 2 times)

I am interested in applying for a job as an AVID tutor at Nuview Bridge Early College High School.

(press enter 2 times)

I am currently a senior at Heritage High School. I have been in the AVID program for the last five years and have found it to be very successful both for me and my peers. I believe it has helped me strive to do my best in all my classes. It has certainly helped me maintain my 3.9 G.P.A. I have experience working as a peer tutor in other AVID classes and experience teaching Sunday School at my church. I am a dependable and mature young man who can work with many types of people.

(press enter 2 times)

I have heard great things about your AVID program from friends of mine. I would love to work at a California Distinguished School as an AVID tutor. I hope you decide that you can use an employee like me in your AVID program. Please call me for an interview. My home phone number is (951) 928 – 8498. Thank you in advance for considering me for the position. I look forward to hearing from you.

(press enter 2 times)

Sincerely,

(press enter 4 times)

John Q. Student

(sign your name here)

John Q. Student

(press enter 2 times)

Enclosures: Résumé
Application



(line up enclosures)