

Cover Letter

Cover letter is a one-page letter with three goals: 1) To introduce yourself to an employer. 2) To describe your skills and work experience; and 3) To ask the employer for an interview or a job. When do you use a cover letter? 1) You may attach your cover letter when you give your resume to an employer. 2) You must use a cover letter when you e-mail your resume to an employer. 3) You must use a cover letter in the envelope with your resume when you apply for a job outside your city. Like a resume, a cover letter will impress because it proves to an employer that you plan in advance, are organized, and really want the job.

Tips for Cover Letters

- Apply for a job title. Do not ask for any job that is available.
- Use a colon (:) not a comma (,) after Dear Mr. Lopez.
- List skill classes completed such as Computers, Business, Drafting, Wood Shop, Physics. List classes that teach any special skills such as Debate, Creative Writing, Honors, or AP classes.
- If you speak a second language, you may include this skill in the cover letter and on the application.
- Be sure to include the job title of your work experience (such as cashier, crew member, or shift leader) and skills learned on the job (such as customer service skills or customer relations, sales techniques, record keeping, food preparation, opening or closing store, stocking merchandise).
- Sign your name in the middle of the space between “Sincerely” and your typed name. Start under the “S” of “Sincerely.” Write straight! Do not slant the end of your name up or down.



When writing the cover letter, use the job hunt 3-punch attack: Punch #1 paragraph: State the job for which you are applying. Punch #2 paragraph: State your education, skills, and experience. Punch #3 paragraph: Say something positive about the company; then ask for the interview or job.

Place the cover letter in the **bull's eye** (exact center) of the paper. **To do this**, fold your cover letter in half from bottom to top, and side to side. If the cover letter is placed correctly, it will be in the bull's eye — there will be equal amounts of blank space on the top and bottom — and on each side (right and left). Also, use word processing program's “**Print Preview**” to see if your letter is placed correctly. If cover letter is too high or low, add or delete empty lines above street address to raise or lower it until perfect.

QUICK CHECK:

1. List the 3 goals of a cover letter.
2. List 3 situations for which you may or must use a cover letter.
3. What 3 things does a cover letter show an employer about you?
4. Write down 3 ideas from the Tips for Cover Letters that you think are important.
5. Why do you think it is important to write straight when signing your name?
6. For the job hunt 3-punch attack, describe what is contained in paragraph #1, #2, and #3.
7. a) What is meant by "Put cover letter in the bull's eye of the paper?" b) Why use Print Preview? c) What do you do if cover letter is too high?
8. Your assignment is to write a cover letter to Mr. Lopez, Manager of the Home Store, asking for a job (sales clerk, stock clerk, cashier, warehouse clerk, office assistant, receptionist, carpenter, maintenance worker, groundskeeper, management trainee, or other.). The address of the Home Store is on the application.

If your cover letter is too high or too low,
add or delete empty lines here.



Tip: If you have NOT earned any certificate, leave out the sentence that starts with "In addition" and leave out "Certificate" in Enclosures.

3945 My Street
Careerville, MS 99001
May 30, 2018

Use your home address and the current date

Press return (enter) key 4 or 5 times



Mr. Parks
Careerville Movie Theaters
998 East Mall Lane
Careerville, MS 99001

Press return key 2 times

Dear Mr. Parks:

Press return key 2 times

I am interested in applying for a job as a ticket seller for the Careerville Movie Theaters.

Press return key 2 times)

I am a senior at Valley High School. I completed classes in Business and Computer Graphics. In addition, I earned a Retail Sales Certificate and trained in cashier and sales techniques. I have work experience at Del Taco as a crew member and experience in stocking and customer service skills. I am a dependable person and can successfully work with different types of people.

Press return key 2 times

I enjoy going to movies at the Careerville Movie Theaters and think that it would be an excellent place to work. I hope you decide that you can use an employee with my skills and experience. Please call me for an interview. My home phone number is (555) 464-5777.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after "Sincerely" —
Start signing under the "S" or "i" and try not to slant up or down as you finish writing your name



Sara Johnson

Press return key 2 times

Enclosures:
Application

Use "Enclosure" (no "s") if you enclose only one item such as a resume in the envelope with the cover letter.



3945 My Street
Careerville, MS 99001
May 30, 2018

Mr. Parks
Careerville Movie Theaters
998 East Mall Lane
Careerville, MS 99001

Dear Mr. Parks:

I am interested in applying for a job as a ticket seller for the Careerville Movie Theaters.

I am a senior at Valley High School. I completed classes in Business and Computer Graphics. In addition, I earned a Retail Sales Certificate and trained in cashier and sales techniques. I have work experience at Del Taco as a crew member and experience in stocking and customer service skills. I am a dependable person and can successfully work with different types of people.

I enjoy going to movies at the Careerville Movie Theaters and think that it would be an excellent place to work. I hope you decide that you can use an employee with my skills and experience. Please call me for an interview. My home phone number is (555) 464-5777.

Sincerely,

Sara Johnson

Enclosures:
Application
Resume
Retail Sales Certificate

If your cover letter is too high or too low, add or delete empty lines here.



3945 My Street
Careerville, MS 99001
March 2, 2018

Use your home address and the current date

- No certificate earned? Then, leave out the entire sentence! And, leave out "Certificate" in Enclosures.
- No team sports or club? Then, leave out the entire sentence!
- More than one paid job? Then, expand the work experience sentence to include all jobs or use two sentences!
- No paid work experience? Then, you may use volunteer work experience for the sentence.

Press return (or enter) key 4 or 5 times



Mr. Lopez
Home Store
1632 Business Ave.
Careerville, MS 99001

Press return key 2 times

Dear Mr. Lopez:

Press return key 2 times

I am interested in applying for a job as (a sales associate?) for the Home Store.

Press return key 2 times

I am a (senior?) at _____ High School. I have completed classes in _____, _____, and _____. In addition, I completed a job training course and earned (a Retail Sales?) Certificate and trained in (cashier?) and (customer service skills?). Also, I was a member of the school (tennis team, Student Government, or club?) for one year. I have work experience at (Name of business) as (your job title) and have training in _____ and _____. I am a dependable person with excellent human relation skills.

Press return key 2 times

I think that the Home Store has outstanding products and customer service. I would be interested joining the Home Store employee team. I hope you decide that you can use a worker with my skills and experience. Please call me for an interview. My home phone number is (xxx) xxx-xxxx.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after "Sincerely" —
Start signing under the "S" or "i" and try not to slant up or down as you write your name.

Sara Johnson

Press return key 2 times

Enclosures:
Application
Resume

Use "Enclosure" (no "s") if you enclose only one item such as a resume in the envelope with the cover letter.



3945 My Street
Careerville, MS 99001
March 2, 2018

Mr. Lopez
Home Store
1632 Business Ave.
Careerville, MS 99001

Dear Mr. Lopez:

I am interested in applying for a job as _____ for the Home Store.

I am a senior at Careerville High School. I have completed classes in _____,
_____, and _____. In addition, I completed a job training course and earned
_____ Certificate and trained in _____ and _____.

Also, I was a member of the school _____ for one year.
I have work experience at _____ as a (an) _____ and have been
trained in _____ and _____. I am a dependable person with excellent
human relation skills.

I think that the Home Store has outstanding products and customer service. I would be
interested joining the Home Store employee team. I hope you decide that you can use a
worker with my skills and experience. Please call me for an interview. My home phone
number is (xxx) xxx-xxxx.

Sincerely,

Sara Johnson

Enclosures:
Application
Resume
Retail Sales Certificate

If your cover letter is too high or too low, add or delete empty lines here.



3945 My Street
Careerville, MS 99001
May 25, 2018

Use your home address
and the current date

Press return (or enter) key 4 times

Mr. Smith, Manager
Careerville Toyota New & Used Car Dealership
600 Civic Center Drive
Careerville, MS 99001

Press return key 2 times

Dear Mr. Smith:

Press return key 2 time

I am interested in applying for a job as car cleaner and lot attendant at Careerville Toyota New & Used Car Dealership.

Press return key 2 times

I will graduate from Careerville High School in June 2019. I have completed classes in (Automotive?), (Metal Working?), and (Drafting?). In addition, I earned a job training certificate in Small Engine Repair?. Also, I have work experience at (Restaurant?) as a (an) Crew Member? and have training in cleaning procedures? and customer service?. I plan to attend Careerville Community College with a major in Auto Mechanics. I am dependable person, produce quality work, and enjoy working with people.

Press return key 2 times

I think that Careerville Toyota New & Used Car Dealership offers quality products and outstanding deals to customers. I would appreciate an opportunity to start a career with your company. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after “Sincerely” —

Start signing under the “S” or “i” and try not to slant up or down as you finish writing your name.

Samuel Johnson

Press return key 2 times

Enclosures:

Application

Resume

Small Engine Repair Certificate

- **Earned a certificate? Member of a sports team or club? Then, add a sentence to paragraph #2!**
- **No paid work experience? Then, you may use volunteer work experience for the sentence.**
- **Need something positive to say? Trained in customer service skills (or customer relations) is always a plus!**
- **Supervisory skills? Be sure to include job titles such as shift leader or new employee trainer.**



Use "Enclosure" (no "s") if you enclose only one item such as a resume in the envelope with the cover letter.



3945 My Street
Careerville, MS 99001
May 25, 2018

Mr. Smith, Manager
Careerville Toyota New & Used Car Dealership
600 Civic Center Drive
Careerville, MS 99001

Dear Mr. Smith:

I am interested in applying for a job as car cleaner and lot attendant at Careerville Toyota New & Used Car Dealership.

I will graduate from Careerville High School in June 2019. I have completed classes in _____, _____, and _____. In addition, I earned a job training certificate in _____. Also, I have work experience at _____ as a (an) _____ and have training in _____ and _____. I plan to attend Careerville Community College with a major in Auto Mechanics. I am dependable person, produce quality work, and enjoy working with people.

I think that Careerville Toyota New & Used Car Dealership offers quality products and outstanding deals to customers. I would appreciate an opportunity to start a career with your company. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Sincerely,

Samuel Johnson

Enclosures:
Application
Resume
Small Engine Repair Certificate

If your cover letter is too high or too low, add or delete empty lines here.

3945 My Street
Careerville, MS 99001
February 24, 2018

Use your home address
and the current date

Press return (or enter) key 4



- No certificate earned? Then, leave out the entire sentence! And, leave out "Certificate" in Enclosures.
- No team sports or club? Then, leave out the entire sentence!
- More than one paid job? Then, expand the work experience sentence to include all jobs or use two sentences!
- No paid work experience? Then, you may use volunteer work experience for the sentence.

Mr. McCarthy, Human Relations Department
Careerville First Federal Bank
4488 Civic Center Drive
Careerville, MS 99001

Press return key 2 times

Dear Mr. McCarthy:

Press return key 2 times

I am interested in applying for a job as a management trainee at Careerville First Federal Bank.

Press return key 2 time

I am a graduate of _____ High School and completed classes in _____, _____, and _____. I completed a job training course and earned a (an) _____ Certificate and trained in _____ and _____. I was a member of the school (tennis team?) for two years. In addition, I was treasurer of the Future Business Leaders of America for one year. I will be a student at Careerville Community College this fall with a major in _____. I have work experience at (Name of business) as a (an) (your job) title and have been trained in (sales skills?) and (customer service skills?). I am a dependable person with human relation skills.

Press return key 2 times (not 3)

I think that Careerville First Federal Bank has quality financial products and services to offer customers who value financial security and growth. I would appreciate an opportunity to start a career with your company. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after "Sincerely" —

Start signing under the "S" or "i" and try not to slant up or down as you write your name.

Sara Johnson

Press return key 2 times

Enclosures:

Application

Resume

Mircosoft Office Certificate

Use "Enclosure" (no "s") if you enclose only one item such as a resume in the envelope with the cover letter.



Use skill classes such as Computers, Business, or Drafting. Do not mention classes everyone must take such as Basic Math or English unless taught skills such as Debate, Creative Writing, Physics, Honors, or Advanced Placement classes.

3945 My Street
Careerville, MS 99001
February 24, 2018

Mr. McCarthy, Human Relations Department
Careerville First Federal Bank
4488 Civic Center Drive
Careerville, MS 99001

Dear Mr. McCarthy:

I am interested in applying for a job as a management trainee at Careerville First Federal Bank.

I am a graduate of _____ High School and completed classes in _____, _____, and _____. I completed a job training course and earned a (an) _____ Certificate and trained in _____ and _____. I was a member of the school marching band for two years. In addition, I was treasurer of the Future Business Leaders of America for one year. I will be a student at Careerville Community College this fall with a major in _____. I have work experience at _____ as a (an) _____ and have been trained in _____ and _____. I am a dependable person with human relation skills.

I think that Careerville First Federal Bank has quality financial products and services to offer customers who value financial security and growth. I would appreciate an opportunity to start a career with your company. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Sincerely,

Sara Johnson

Enclosures:
Application
Resume
Microsoft Office Certificate

If your cover letter is too high or too low,
add or delete empty lines here.

3945 My Street
Careerville, MS 99001
April 25, 2018

Use your home address
and the current date

Press return (or enter) key 4 times



- No certificate earned? Then, leave out the entire sentence! And, leave out "Certificate" in Enclosures.
- No team sports or club? Then, leave out the entire sentence!
- More than one paid job? Then, expand the work experience sentence to include all jobs or use two sentences!
- No paid work experience? Then, you may use volunteer work experience for the sentence.

Human Resources Department
Careerville Community Hospital
300 Civic Center Drive
Careerville, MS 99001

Press return key 2 times

Dear Hiring Manager:

Press return key 2 times

I am interested in applying for a job as a medical receptionist at Careerville Community Hospital.

Press return key 2 time

I am a graduate of _____ High School and completed classes in _____, _____, and _____. I completed a job training course and earned a (an) Medical Assistant? Certificate and trained in (patient relations?) and (medical office procedures?). I was a member of the school (tennis team?) for two years. In addition, I was a volunteer aide at Careerville Assisted Living Center for one year. I will be a student at Careerville Community College this fall with a major in _____. I have work experience at (Name of business) as a (an) (your job) title and have been trained in (sales skills?) and (customer service skills?). I am a dependable person with human relation skills.

Press return key 2 times

I think that Careerville Community Hospital has quality health care programs and services to offer the community. I would appreciate an opportunity to start a career with your hospital. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after "Sincerely" —

Start signing under the "S" or "i" and try not to slant up or down as you write your name.

Sara Johnson

Press return key 2 times

Enclosures:

Application

Resume

Medical Assistant Certificate

Use "Enclosure" (no "s") if you enclose only one item such as a resume in the envelope with the cover letter.



Use skill classes such as Computers, Business, or Drafting. Do not mention classes everyone must take such as Basic Math or English unless taught skills such as Debate, Creative Writing, Physics, Honors, or Advanced Placement classes.

3945 My Street
Careerville, MS 99001
April 25, 2018

Human Resources Department
Careerville Community Hospital
300 Civic Center Drive
Careerville, MS 99001

Dear Hiring Manager:

I am interested in applying for a job as a medical receptionist at Careerville Community Hospital.

I am a graduate of _____ High School and completed classes in _____, _____, and _____. I completed a job training course and earned a (an) _____ Certificate and trained in _____ and _____. I was a member of the school _____ for two years. In addition, I was a volunteer aide at Careerville Assisted Living Center for one year. I will be a student at Careerville Community College this fall with a major in _____. I have work experience at _____ as a (an) _____ and have been trained in _____ and _____. I am a dependable person with human relation skills.

I think that Careerville Community Hospital has quality health care programs and services to offer the community. I would appreciate an opportunity to start a career with your hospital. Please call me for an interview when you have a job opening. I hope that you will decide that you can use someone with my skills and experience. My phone number is (xxx) xxx-xxxx.

Sincerely,

Sara Johnson

Enclosures:
Application
Resume
Medical Assistant Certificate