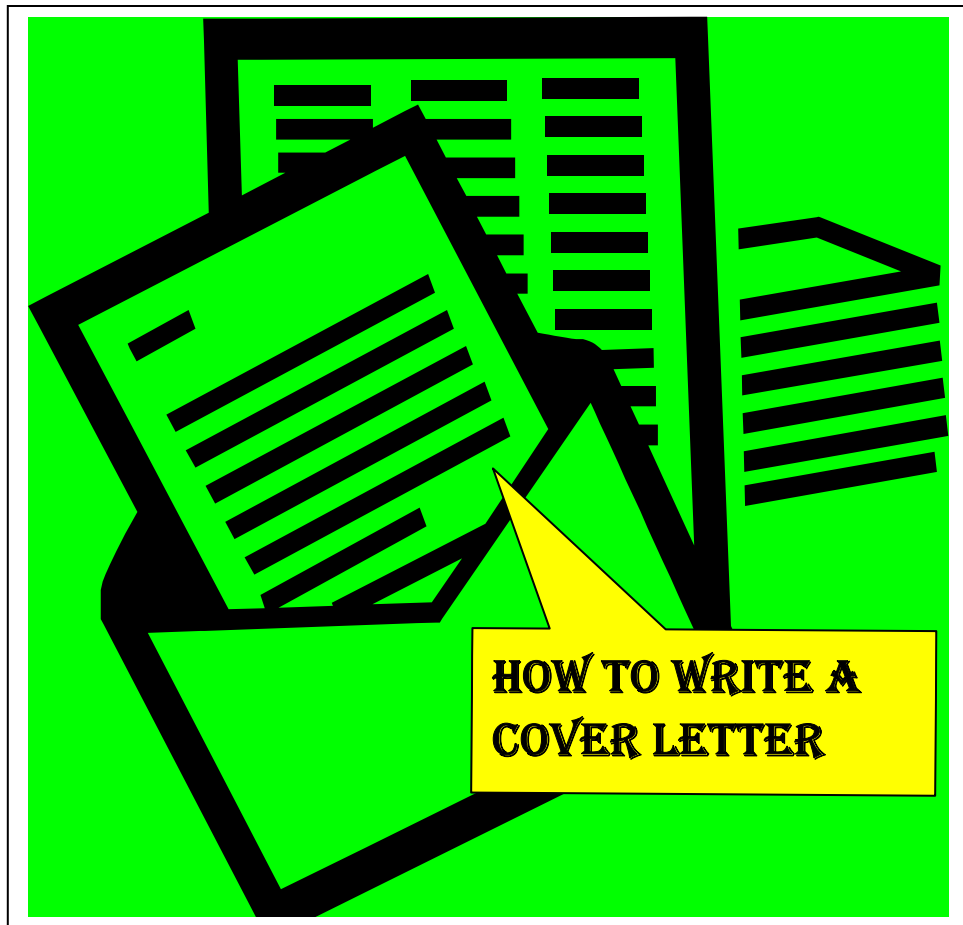


Youth Workshop



COVER LETTERS

Purpose

The function of a cover letter is to *introduce you*, and your resume, to potential employers. A resume should not be sent without a cover letter. A cover letter is required if you are mailing, faxing or emailing a resume. The cover letter completes your written job-seeking package (along with resume and application). In addition, it allows you one more opportunity to state your best qualifications related to the position.

All cover letters must be typed. The type of print, color and quality of paper should match that of the resume.

How to Address Your Cover Letter

This is a letter and like any letter, you need to address it to a person. But how do you address a letter to someone you never met.

One way is to call the company and ask Human Resources/Manager to whom you should address your letter. HR people are usually happy to relay this information to you. However, if you cannot get a specific name, it is okay to address your letter in one of the following ways:

- Dear Sir or Madam
- Dear Personnel Director
- Dear Hiring Manger
- Dear Hiring Supervisor

These forms of address are what you would usually use when responding to a newspaper advertisement that does not identify the company name or contact person. If you knew the employers' job title, but were unable to find an exact name, use the exact job title of the person who will make the hiring decision.

The following is an example of what your cover letter should include:

Your address and phone

Street Address
City, State, Zip
Telephone Number

Mailing date

Date

Contact's Name, Position
Organization/Business Name
Street Address
City, State, Zip

Since you don't know if a woman is married, it is best to use Ms.

Dear Mr./Ms. (_____):

Paragraph 1:

- a. State the position you are applying for.
- b. Why are you applying? How did you hear about the job?

- c. Thank the contact person for their time if you have talked with them about the job.

Paragraph 2:

- a. Make reference to resume and/or application.
- b. Review personal qualifications, skills, and abilities for the particular job.
- c. Compliment the organization on some aspect of the operation based on your research.

Paragraph 3:

- a. Ask for an interview at their earliest convenience to discuss qualifications in person. Thank them in advance for their consideration.

Do not use abbreviations in your letter and check for spelling and grammar

Sincerely,

Your Name

Landscape Example

602 Shasta Drive
Davis, CA 95616

Date (Date Mailed)

Mr. Charles Scizzorhands:
Clean Cut Landscape Services
2324 Scenic Drive
Davis, CA 95616

Dear Mr. Scizzorhands:

I am applying for your general laborer position that my friend, Charlie Russell, told me about this week. He speaks very highly of your company and suggested that I contact you.

I have excellent qualifications for this position because I have assisted my cousin in his landscape business over the past three summers. He has trained me to cut and trim lawns; plant outdoor shrubs, flowers and trees; install, repair and maintain sprinkler systems; and assist with selecting and buying drought-resistant plants. Even though I am still a junior in high school, I have weekend hours free and can handle my schoolwork in addition to working part-time.

Thank you in advance for considering my application and resume. I will call you by next Friday afternoon to check that my papers have arrived in the mail. I hope to speak with you further about my qualifications at that time.

Sincerely,

Jon Abercromby
(530) 768-6263

When you only have a P.O. Box Number

500 Second Street
Woodland, CA 95695
(530) 662-7456

Date (Date Mailed)

RE: Receptionist
Bee Box 792
Fax #: (916) 787-4234

Dear Hiring Manager:

I am applying for the Receptionist position advertised in yesterday's *Sacramento Bee*.

Please accept the enclosed resume detailing my qualifications for this position. My responsibilities as a Student Assistant at the Woodland High School Administration Office included answering multi-line phones; operating standard office machines such as copiers and fax machines; filing alphabetically and numerically; and performing computerized data entry for student attendance reports. I type 35 WPM accurately and am friendly, thorough, and highly motivated to work hard.

Next week I will call you to be sure that you have received all of my paperwork in proper order. I look forward to speaking with you at this time or at your earliest convenience. I can be reached at home, (530) 787-2296. Thank you in advance for your consideration.

Sincerely,

Jessica Magillicutty

Enclosure: resume

Tanya Sunnyvale
22 Job Search Lane
Woodland, CA 12367

(530) 111-3939

April 24, 2003

Mr. James Markeet
General Manager
Morris Restaurant
122 East Street
Woodland, CA 95695

Dear Mr. Markeet:

I would like to schedule an appointment to speak with you about a position as a waitress.

My parents frequently dine at your restaurant and they always rave about the great food. I'd like to work as a waitress, and I would like to learn about the career opportunities at Morris Restaurant.

I have enclosed a copy of my resume for your review. You will quickly note that I do not have much experience in this field, but....

- I can communicate well with people, and I have a neat appearance
- I have a pleasant disposition, sense of humor, and I enjoy serving people.
- I have an excellent memory for names, faces and details.
- I learn new skills quickly and like challenges.
- I am dependable, honest, and willing to work hard.

If I may, I would like to call you on Tuesday and schedule an appointment to meet with you. Thank you for taking your time to read this, and I look forward to meeting you.

Sincerely,

Tanya Sunnyvale

Food Services

757 Main Street
Winters, CA 70270

Date (Date Mailed)

Mrs. Wilma Harris
Harrison's Deli
No. 4 Berryessa Dam Road
Winters, CA 70270

Dear Mrs. Harris:

I am applying for the food service position that I saw posted on your store window yesterday. Please consider the enclosed application and resume carefully.

I believe that I am the perfect candidate for this position because I have worked in food service during holidays and summers for 2 years at my uncle's catering business in Vacaville. I have prepared platters of meats, cheeses, hors d'ouvres, fruits, and vegetables. Also, I have learned how to design attractive special order platters with carved fruit and vegetable decorations.

I may be reached at (530) 669-0000. I look forward to speaking with you soon. Thank you in advance for your consideration.

Sincerely,

Maryanne Guitierrez

Enclosure: Application and resume

Childcare Assistant

8962 Sycamore Lane
West Sacramento, CA 83460

Date (*Date mailed*)

Ms. Veronica Smiles
Merryhill Daycare Center
4062 Alvarado St.
West Sacramento, CA 83460

Dear Ms. Smiles:

I am applying for the childcare assistant position that I read about in the *West Sacramento Clarion* this week.

Currently, I am a senior in high school this year and hope to make a career in teaching. I have performed childcare for friends and family for almost 2 years. At my church, I have worked with children from nursery age to preschool years. In addition, I have taken R.O.P. classes in childcare and health, CPR for infant and toddler, and first aid. Also, I know how to organize learning activities and games, both indoors and outdoors. I take responsibility seriously and am patient and understanding.

Next week I will call you to be sure that my paperwork has arrived safely in the mail. I hope that we can talk at that time. My home phone number is (916) 646-2233. Thank you in advance for your consideration.

Sincerely yours,

Roxanne Lee

Enclosure: resume

