

Writing a Cover Letter

Format

1. Write today's date in the left hand corner.
2. Include the name and complete address of the employer.
3. Write the name of the person to whom you are sending the letter (if you don't know, use "Dear Recruiter").
4. Describe your purpose for writing in the first paragraph and how you heard about the opening.
5. In the second paragraph, explain why you should be considered for the position.
6. In the final paragraph, state that you would like to discuss the position further, and tell the employer how you can be reached (phone number).
7. Thank them for their consideration, and sign the letter, as it is a personal letter from you to the employer.

Sample Cover Letters

April 8, 2000

Handi Lens, Inc.
7777 North Lane
Portland, OR 97777

Dear Recruiter:

I am a high school student at Marshall, and I am answering your advertisement for the afternoon cashier position.

I am enthusiastic about helping the public, and I enjoy math; therefore, I believe I would be an ideal fit for the job you described.

I would very much like to discuss my interest in the position with you. I can be reached at 288-7777.

Thank you for your consideration.

Sincerely,

(your signature)

7/1/00

Grover Health Services
362 SW 18th Street
Portland, OR 97823

Dear Ms. Wrightman:

I saw a job posting at Cleveland High School advertising an opening for a clerical assistant at your company. I am a student at Cleveland, and I am extremely interested in the position.

I am a motivated student, and I am interested in learning more about the health care field, so this job would be a wonderful experience for me.

I would love to discuss the position with you in greater detail if it is still available. You can contact me at 381-6733.

Thank you very much for your time.

(your signature)