

**Step One:**

Write your letter. Copy and paste the same letterhead from your résumé. Examine the samples on the next three pages.

# Cover Letters

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Cover letters are the first chance you have to impress employers. A cover letter is your chance to “sell” your qualifications to the prospective employer. Consequently, you must edit your letter as carefully as you did your résumé.

In addition to making a good first impression, there is so much competition out there so your cover letter must be perfect. Your letter should be tailored as closely as possible to the employer’s needs and requirements. Show, don’t tell, the employer your qualifications for the position. To do this, highlight the best items from your background that directly qualify you for the job. It is so important to bring out your strong points and job-related skills that will show you are qualified for the position.

## Different Ways to Begin:

- Your advertisement in *The Review* for an Administrative Assistant seems to match my qualifications exactly.
- This sounds like the job I have been waiting for! It appears to match the qualifications gained in my Computer Technology class.
- I have the solid previous work experience you specify as well as the strong computer skills you desire.

## How to Showcase Your Experience:

- I am currently a student at Clare High School where I have nearly completed... For the past two summers I have worked part-time as a golf cart attendant. In my spare time I help my uncle restore old cars. My experience includes positions as a landscaper, general laborer, and as a babysitter.
- My academic background and communications skills qualify me for the position of... My schedule is flexible and would allow me to work days, evenings, or weekends.

## Strong Close: (It’s just important as a strong beginning.)

- Just give me the chance to convince you in an interview.
- I would like to meet with you to discuss how my qualifications can be of use to you.
- I am eager to talk with you about the contribution I could make to your firm.

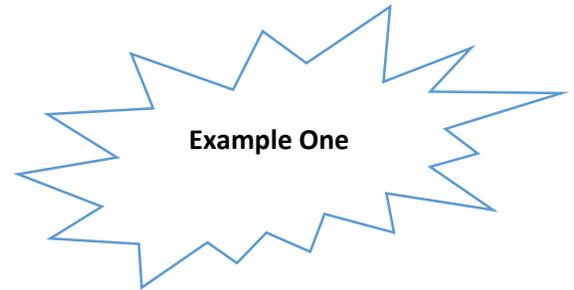
# Dawn Geiger

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1246 Ellis Road ♦ Gaylord, MI 49735 ♦ 989-935-1234  
dgeiger@gmail.com

February 20, 2016

Ms. Lindsay Kelly, Human Resources Manager  
Otsego Memorial Hospital  
125 Dickerson Street  
Gaylord, MI 49735



Dear Ms. Kelly:

Please consider my application for an office assistant position that is available in the Human Resources Department that you are currently advertising in the Times Herald. My experience in providing customer service combined with my motivation to succeed makes me an ideal candidate for this position.

As a junior at Clare High School, I have completed high school business courses as well as a college-level computer class that has expanded my knowledge about computers and computer programs. For the past two summers my work experience has consisted of providing customer service to golfers at the local golf course. I learned time management, team skills, and communication skills. My interest in the medical field is a result of my Nurses Aid Career and Technical Education course along with volunteer experience at the local hospital. At the conclusion of this course, my instructor gave me an Academic Honors Award for being the top student in the program. Through this experience, I have proven I am a conscientious and driven high school student. With my reputation for meeting deadlines and completing quality work, I know I would be successful as an office assistant in your organization.

My computer experience and positive attitude would be a benefit to your company. Upon reviewing my enclosed résumé, you can see that I have the experience to be a key player on your team. Please contact me at 989-386-1261 to arrange an interview. Thank you sincerely for your time and consideration.

Respectfully,

Dawn Geiger

Enclosure

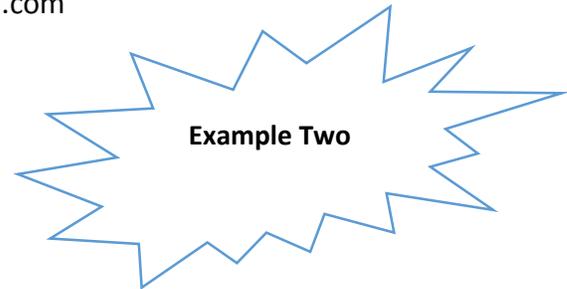
# Jennifer Wolfe

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7268 Atwater Road ☞ Ruth, MI 49470 ☞ 989-864-1200  
jwolfe@gmail.com

February 20, 2016

Mrs. Pamela Stein, Human Resources Manager  
Argus Press  
290 Priemer Road  
Harbor Beach, MI 48440



Dear Mrs. Stein:

Please consider my application for the office assistant position you advertised on your company Web site on February 18, 2016. My personal motivation, skills, and computer experience would be an asset to your organization.

I am currently a freshmen at Clare High School and have many computer and word processing skills. My involvement in a variety of extracurricular activities has helped me to develop into a well-rounded individual. Some of my qualifications that would be an advantage to your organization include:

1. Proficiency using Microsoft Office Suite 2013, Windows 7, and Adobe Photoshop Elements, including being Microsoft Office Specialist certified for Word and PowerPoint
2. Excellent productivity and organizational skills
3. Strong leadership and communication skills

As you can see from the enclosed résumé, I have both the educational training and work experience to work as an office assistant. I would appreciate the opportunity to discuss how my abilities and experience can be of use to you. Please call me at 989-386-1261 to arrange an interview.

Sincerely,

Jennifer Wolfe

Enclosure

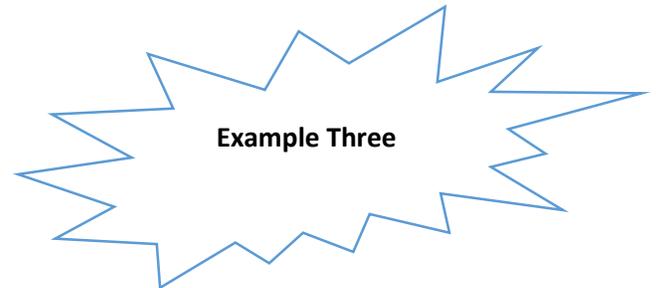
# Jade Lynn Ewert

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7878 Bayshore Drive ☞ Minden City, MI 48467 ☞ 989-605-1940  
jewert@gmail.com

February 20, 2016

Mr. Mark Goetz, Human Resources Manager  
Clements Wire, Inc.  
289 Buhl Road  
Palms, MI 48957



Dear Mr. Goetz:

Your company advertised an opening for a \_\_\_\_\_ (Give position, publication, and the date of the publication). With my \_\_\_\_\_ (state experience or qualifications—GRAB ATTENTION).

Your company desires someone who \_\_\_\_\_ (In the next few sentences: 1) indicate their required credentials and how your qualifications match their needs; 2) list related experience and achievements including education, work experience, ability to work with others, time management skills, and etc.

Refer the reader to your enclosed résumé for additional details. Restate your interest and ask for an interview. Give your phone number with the area code. I look forward to \_\_\_\_\_ (end with confidence and a final GRABBER). Thank them for their time and consideration.

Sincerely yours,

Jade Lynn Ewert

Enclosure