**Senior Project Checkpoint #8**

**Cover Letter**

Standards Used:

**2.5 Write job applications and résumés:**

1. Provide clear and purposeful information and address the intended audience appropriately.
2. Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension.
3. Modify the tone to fit the purpose and audience.
4. Follow the conventional style for that type of document (e.g., résumé memorandum) and use page formats, fonts, and spacing that contribute to the readability and impact of the document.

**Objective: Students will construct a cover letter of qualifications to be presented to a prospective mentor for the Senior Project. The cover letter will give the reader a clear picture of the student’s past accomplishments and future goals.**

Your cover letter is a potential employer’s first impression of you and can be the most vital part of the application packet. A well-written letter entices the employer to read your résumé. A poorly constructed cover letter may doom your résumé to the “No Need to Read” pile.

**Sample Format**

Your Street Address

City, State Zip Code

Today’s Date

Employer’s Name

Employer’s Title

Company Name

Street Address

City, State Zip Code

Dear Mr. Blank:

1st Paragraph: Explain why you are writing; identify the position you are seeking and your source of information. Indicate, in summary, your strongest qualifications for the position. Should contain at least three sentences.

2nd Paragraph: Outline your qualifications and experiences, in detail, and show how they match the position requirements. Provide evidence of your related work, extracurricular, and academic experiences, and accomplishments. Should have between five to ten sentences.

3rd Paragraph: Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company. Should have three to eight sentences. It is important to include this if you lack experience.

4th Paragraph: Thank the person for looking at your application. Offer to provide any necessary additional information and indicate how and when you can be contacted. Should have three to five sentences.

Sincerely,

(Handwritten Signature)

Your name, typed

Enclosure: Résumé

**Sample Cover Letter**

Mary Ann Waiting

1234 Main Street

Eastvale, California 92860

(951) 785-3281

April 28, 2015

Ms. Kathy Taylor, Director

Human Resources

Riverside Community Hospital

234 Tenth Street

Riverside, CA 91720

Dear Ms. Taylor:

I am an enthusiastic, hard-working, thoughtful, intelligent, and committed individual. I would like the opportunity to use these qualities in the administrative assistant position at Riverside Community Hospital. Mrs. Sundeen, your accountant, told me about the opening and the qualifications needed for the job. I have long been interested in the medical field and would be pleased to be a part of the Riverside Community Hospital team.

I am skilled in Microsoft Windows, Word, Excel, and Access, and I am familiar with the basic operation of an office. Through the Regional Occupational Program, I have earned a Computer Information Systems Certificate. I am able to create documents, maintain accounts, monitor activity, and report my findings on a regular basis. As a member of Link Crew, I have learned to communicate with many types of people; I have been told that I have good personal and communication skills, which will be an asset for me as an administrative assistant. I am eager to learn, enjoy a challenge, and continually strengthen my skills. In addition, I am a team player with a strong work ethic. The enclosed résumé gives more details about my background.

Reading your website and speaking to Mrs. Sundeen, I learned that you are looking for a self-starter, someone who can be shown the basics about what is required of her and can be self-sufficient immediately. As a Sunday School teacher, I had to step in when a past teacher was unable to teach. I took the Teacher’s Edition of the curriculum and created lessons for the next day. I continued to teach Sunday School for six years and was told that I was very effective in my position. I am quite self-sufficient and will not be afraid to have much responsibility given to me from the start. I am quite sure I will not disappoint you.

I would like to work for Riverside Community Hospital and would welcome an opportunity to meet with you to discuss the job further. On Friday, May 10, I will call to see if an interview can be arranged at a time that is convenient for you.

Sincerely,

(Leave 4 spaces blank here, print the letter, and sign it in black ink)

Mary Ann Waiting

Enclosure: Résumé