

Cover/Application Letter

You will be applying for an office assistant position at the Merit Corporation. Send the letter to the following address:

Dr. Terry E. Johnson
Director of Human Resources
Merit Corporation
1640 Franklin Place
Washington, D.C. 20041

Write a cover letter applying for the job listed below. Your letter must have all the correct letter parts, as well as three paragraphs. You will be graded on content, grammar, punctuation, and correct placement of the letter parts.

The three paragraphs must consist:

1. First Paragraph ~ What you are applying for and where you found the job posting/scholarship.
2. Middle Paragraph(s) ~ What you have to offer.
3. Final Paragraph ~ How you will follow-up.

1. Seize attention/Perk interest

In the very first sentence of your letter, grab the managers' full attention by telling them exactly what you want. In one, short, bold sentence tell them that you want an appointment. If you are writing in response to a job posting, indicate where you learned of the position and the title of the position. More importantly, express your enthusiasm and the likely match between your credentials and the position's qualifications.

Whet the managers' interest by telling them how you got their name. If you have a friend, relative or referral who knows the manager, ask if you can use their name in your letter.

2. Get down to business/Show your stuff

First, explain that you would like to "learn about the career opportunities in their department." Second, explain why you chose their company—perhaps you know someone who works there, you're familiar with their good name or reputation, or you've used their products. Third, ask if the manager could spare some time to explore career opportunities with you.

If you just graduated from school, if you just got out of the service, or if you have some hands-on experience—say so. Then, show that you're qualified to handle the job by listing a few of the skills needed to do the job. Concentrate on items most relevant to the specific organization. Mention how you would contribute—how your skills and experience match the job you're applying for. Highlight one or two points from your resume (but don't repeat yourself) i.e.: "As you can see from my enclosed resume".

3. Wrap it up

The final paragraph of your letter should reiterate your interest in the job. Request an interview and how you can be contacted (include an area code)! Say "thank you" to them for considering you for the position. State that you will follow-up and indicate when (one week's time is typical).

What is a cover letter?

A cover letter, or letter of application, is a letter you submit to an employer with your resume and employment application. In a cover letter, you need to:

- Explain how you learned of the position;
- Briefly describe your education and/or experience;
- Explain why you are a good candidate for the position; and
- Ask for a personal interview.

What is the purpose of a cover letter?

A cover letter is a quick introduction of yourself and your top qualities. It allows you to sell yourself to a prospective employer. It also gives employers a chance to see how well you express yourself in writing and how much effort you are willing to make to get the job.

Can I use the same cover letter for more than one job?

You will have to modify portions of your cover letter each time you submit it to a new employer, but there is a good chance that much of it will remain the same.

How long is a cover letter?

A cover letter should never exceed one page.

Technology Tip

Be sure to save your cover letter file on both your computer hard drive, cloud storage or on a backup disk for future use.

Should my cover letter be typed?

Yes. Like your resume, your cover letter must be pleasing to the eye to be effective. It must also be free of errors and well written.

How do I create an effective cover letter?

Here are some general tips:

- Use Times New Roman, 12 pt font on 8.5 x 11, high quality, white paper. Use only one side of the page. Be sure to use 2" top margin and 1" side margins.
- Keep your letter short and to the point. Include only important information.
- Focus on strengths, not weaknesses.
- Call the company and ask for the proper spelling of the name of person to whom the letter will be sent.
- Proofread carefully. Ask two other individuals, including an English teacher, to proofread your cover letter too.
- If you are responding to a newspaper advertisement, mail your response within three days of its listing in the newspaper.

41442 Dover Lane
Jenison, MI 49428
March 3, 2019

Ms. Julie Atkins
Kennedy Accounting Services
17000 South Main Street
Jenison, MI 49428

Dear Ms. Atkins

I am writing this letter in response to your posting in the *Grand Rapids Press* for an office assistant. I think you will find that my qualifications match your requirements for this job very closely.

From May to August of 2018, I worked as a clerical assistant for Jenison Development Center. My duties there included answering phones, relaying messages, and maintaining files. I have also successfully completed courses in both typing and accounting. As a result, I am able to type 35 wpm accurately, and I have the basic understanding of business accounting processes that you listed as a desired qualification in your job posting.

Enclosed is my resume for your review. Please feel free to contact me at any time at 616.556.3434 or via email at 2018msigro@jpsstudents.org to schedule an interview. I am looking forward to hearing from you. Thank you for your time and consideration.

Sincerely

Maryrose Sigro

Maryrose Sigro

Enclosure: Resume



Return Address 1049 Michigan Ave. N.
Chicago, IL 60611-2273
Date {Current Date}

QS (4 hard returns)

Letter Address Mrs. Kathy P. Carter
7257 Seldom Plz.
Omaha, NE 68114-3219

DS

Salutation Dear Kathy

DS

Body Your telephone call on Wednesday was a really pleasant surprise. Life for both of us since college has been exciting as well as challenging, it seems. I enjoyed the update.

DS

If you had taken computer applications as I recommended when we were in high school, you wouldn't be asking me now for a model to use for your personal-business correspondence! But I am glad to supply this model in block format (all lines beginning at the left margin).

DS

Use the software default or 1" side margins. Begin the return address 2" (line 13) from the top of the paper. Key the date on the next line below the return address.

DS

All letter parts are separated by a double space (2 returns) with two exceptions: A quadruple space (4 returns) is left between the date and the letter address and between the complimentary close and the keyed name.

DS

I am attaching a page from a reference manual that includes an annotated model. Call again if you need more help.

DS

Complimentary Close Cordially

QS (4 hard returns)

Writer Andrea Rialto

DS

Attachment Notation Attachment

Personal-Business Letter in Block Format with Open Punctuation

Writing Prompt Rubric Name: _____

Content, Details, Grammatical, Spelling Errors, and Correct Letter Part Placement and Spacing.

10	9	7	5
Content is engaging with exceptional details	Content is clear, relevant details are included appropriately.	Content may be unclear at times and/or have unclear or vague details.	Content is irrelevant and has very few details.
10	9	6	4
No grammatical/spelling errors are present.	One to two grammatical/spelling errors are present.	Three to four grammatical/spelling errors are present.	Five to six grammatical/spelling errors are present.
10	9	7	5
All letter parts are present and spaced correctly.	One to two spacing errors and/or missing letter parts are present.	Three to four spacing errors and/or missing letter parts are present.	Five to six spacing errors and/or missing letter parts are present.

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