

**The following letter was sent by a student because of a referral. The student knows about the company, its work ethic, and the testing process for job applicants because her neighbor, John Carruthers, explained it to her. AE&E is a public utility that hires people who have some technical capability (the company gives a test for this), who have been dependable throughout school (decent grades, and so on), and who will take good care of their customers.**

Jennifer Dean  
3456 Rogers Ford Avenue  
Hanover, PA 22222

December 3, 2020

Ms. Jane Howard  
Supervisor, Installation Department  
AE&E  
344 Center Street  
Baltimore, MD 22222

Dear Ms. Howard:

I was referred to you by my neighbor, John Carruthers, who told me about your department and service. I will be graduating from Milford Mill Senior High School in May and would like to be considered for your training program.

I will have completed general courses of study in school and am skilled in using PCs and have basic computer skills. My work history includes two summers in new home and rehab construction. I have good references from supervisors and co-workers regarding my ability to work hard and my skill level. I am able to use power tools and can work very well with a construction crew.

Johns has told me about the emphasis that AE&E places on customer service. I have gained good communications skills as a big sister mentor for a 10-year old girl. I have spoken to her teachers and parents about her studies and progress, and they appreciate my time with her.

I am available to meet with you and to complete tests and other required processes at your request. If you need further information, please contact me after 3 p.m. at (555) 555-7777. Thank you for your time and consideration. I look forward to your response.

Sincerely,

Jennifer Dean

Enclosure: resume

**Help Wanted: Computer Technician. Hardware and software experience. Must have Windows 10 and Microsoft Office experience. Ability to communicate with nontechnical users. One-year experience required. 20 hours/week. Send resume and letter to Andy E. Quinn, ABC Computers, 322 Smith Street, Lockport, NY 20000. No phone calls.**

**Garth Torres  
618 Willingham Road  
Lockport, NY 20000  
(555) 555-3333  
E-Mail: [gtorres@com.com](mailto:gtorres@com.com)**

May 18, 2020

Mr. Andy E. Quinn  
ABC Computers  
322 Smith Street  
Lockport, NY 20000

Dear Mr. Quinn:

I am responding to your advertisement in the Gaithersburg Gazette for a Computer Technician in your computer repair business.

As a junior at Little Valley Central High School in Little Valley, New York, I have completed numerous computer courses, including Microsoft Office and PC Maintenance. I have upgraded the hardware and software of my own PC over the last three years. I also successfully upgraded my system and friends' PCs from Windows 7.0 to Windows 10. As an assistant in the school's computer lab, I currently help students with various computer needs. I am a student support person for the school office as well.

I can offer your computer firm the following qualifications:

- Junior at Little Valley Central High School, Little Valley, New York, with 20 hours per week available.
- Assistant in computer lab and school office for eight months; help with 15 PCs.
- Completed five courses in computers, including Microsoft Office, PC Maintenance, and Windows 10.
- Owned and operated PCs for three years. Installed software, including Windows 7 to Windows 10; upgraded memory and hardware.

I would like to work part time throughout my senior year to gain professional experience in computer repair, troubleshooting, and installation. With my computer background and ability to communicate with users, I would be a good addition to your company. I am available for an interview at your convenience. Thank you for your time.

Sincerely,

Garth Torres  
Enclosure: resume

## College Graduate Sample Cover Letter

April 17, 2020

Mr. Archie Weatherby  
Human Resources Manager  
California Investments, Inc.  
25 Sacramento Street  
San Francisco, CA 94102

Dear Mr. Weatherby:

I am writing in application for the position of insurance broker that was advertised in the California Sun April 16, 2020. My outgoing personality, my sales experience, and my recently completed education make me a strong candidate for a position as an insurance broker for California Investments, Inc.

I recently graduated from the University of Oregon with a degree in marketing, where I was president of both the Future Business Leaders of America and the American Marketing Association. Although a recent graduate, I am not a typical new graduate. I attended school in Michigan, Arizona, and Oregon. I've put myself through these schools by working such jobs as radio advertising sales, newspaper subscription sales, and bartending, all of which have enhanced my formal education. I have the maturity, skills and abilities to embark on a career in insurance brokering, and I'd like to do this in California, my home state.

I will be in California at the end of this month, and I'd like very much to talk with you concerning a position at California Investments. I will follow up this letter with a phone call to see if I can arrange a time to meet with you. Thank you for your time and consideration.

Sincerely,

John Oakley  
7 Apple Court  
Eugene, OR 97401  
503-555-0303

Enclosed: Resume

## Cover Letter Template

[Today's Date]

[Name of HR Representative or Hiring Person]

[That person's Title]

[Company Name]

[Street Address of Company]

[City, State and Zip code]

Dear Mr./Ms. [Last Name of Hiring Person]:

### ***Opening Paragraph: Why you are writing***

[State the name of the position you are applying for or are interested in. Also mention where you found out about the position or how you came to be interested in working for the company. Included the name of any referring person. Briefly describe why you are interested in the position.]

### ***Body of the Letter: Sell yourself***

[If you are a recent graduate or will be graduating soon, mention this and then say more about where you will graduate from and whatever credential/qualifications you will have.]

[Talk about the things that make you a good fit for the position or company. Provide some detail as to your experience, skills or qualifications that match what the employer is looking for. Say anything more about your character or personal traits that will show that you have the ability to perform the functions of the job and do the job well. Here is where you need to convey to the employer who you are as a person and what kind of employee you are. Be careful not to repeat what is on your resume. You can, however, refer the reader to your resume.]

### ***Closing Paragraph: Request an interview***

[Indicate our desire to discuss your qualifications in an interview. Finalize the letter by stating what the next step will be. Make it easy for the reader to contact you by providing your phone number(s) or email, and when the best time is to reach you. You may also say that you will call on a certain date to set up a meeting, just be absolutely sure that you do it. Thank them for their time and consideration.]

Sincerely,

[Sign your name here]

[Your Name]

[Your Street Address]

[City, State and Zip Code]

[Your Phone Number] [Include email, only if you want the employer to contact you this way. Make sure your email address is appropriate.]