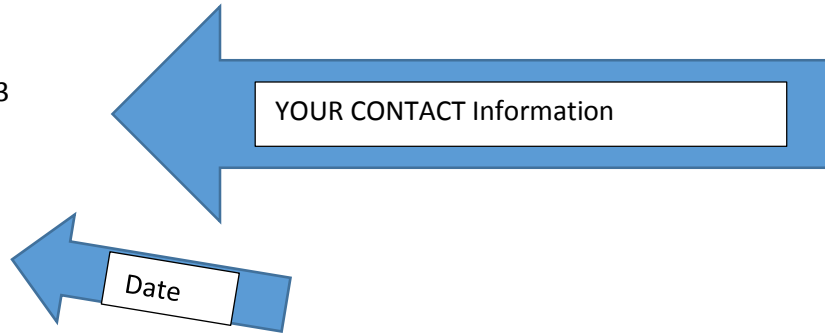


SAMPLE COVER LETTER

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Ladies and Gentlemen,

A cover letter serves as few purposes. It is an introduction to a potential employer, a writing sample, and a “highlight reel” of the best of resume. In your first paragraph you should express interest in employment, introduce yourself, and talk about what qualities you have that you feel make be the best candidate for the job. For example:

My name is Jessica Salfia, and I am interested and enthusiastic about obtaining part-time summer employment. As a member of the leadership class and volleyball team, I have learned the meaning of “hard-work” and dedication, and the skills I have acquired organizing school events and being a member of a team would serve me well in any workplace environment.

In your second and third paragraphs, you want to make sure you mention a few things from your resume that you feel are the most important—things that really make you look good to a potential employer.

Cover letters are business letters. So formatting is very structured. You single space. Don’t indent your paragraphs. Instead, skip a line between paragraphs as I have done here in your sample letter. Be sincere, and do your best.

Close with:

Enclosed you will find my resume, two letters of recommendation, and two applications. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Jessica Salfia