

# Cover Letter Assignment

Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

A cover letter is a document sent with your resume to provide additional information on your skills and experience.

## Directions:

1. Open a blank Word document.
2. Type a 1 page (approx. 3 paragraph) letter that provides detailed information on why are you are qualified for the job/volunteer position you are applying for.
3. Use professional font, font size, graphics and printer paper that match your resume.
4. SAVE an electronic copy for future use. Email it to yourself.
5. Submit your cover letter to your teacher for review.
6. Make any changes necessary.

## Requirements:

1. Follow All Directions Carefully
2. Use Correct Grammar, Spelling, Capitalization and Punctuation
3. Be Honest
4. Keep Paperwork Neat, Clean and Wrinkle Free
5. Include the following information in order:
  - a. Introductory Paragraph
    - i. State title of the position you are seeking
    - ii. State where/how you found out about the position
    - iii. State why you would be a perfect fit for the position
  - b. Body of the Letter
    - i. Discuss how your educational opportunities (i.e. classes you have taken, trainings you have attended, licenses or certifications you have earned) make you the perfect fit for the position
    - ii. Discuss how your work/volunteer experiences have given you the employability and/or technical skills needed for the position
    - iii. Discuss how your school and community involvement make you the perfect fit for the position
  - c. Conclusion
    - i. Summarize paragraphs one and two (transition sentence)
    - ii. Express your interest in meeting with the employer/volunteer coordinator to further discuss the position
    - iii. Thank the employer/volunteer coordinator for considering your materials
6. To clarify the requirements, and to see order of paragraphs and content, see reverse side...



Your Name  
Address, City, State Zip Code  
Phone: Number  
Email: [Email](#) Address

**[3 Spaces Down From Top of Margin]**  
**[Write Date on Line 4]** Month #, 20##

**[3 Spaces Down from Date]**

**[Write Employers Contact Information on Line 4]**

Mrs. Carla Day, Volunteer Coordinator  
Silverton Retirement Village  
Street Address Silverton, OR 97381

**[Skip One Line]**

Dear Mrs. Carla Day,

**[Skip One Line]**

I believe that my excellent communication skills, coupled with my training and experience in the area of physical fitness and athletics, make me the ideal candidate for the volunteer position that you are advertising in the Itemizer Observer. While researching your business, I discovered you offer very progressive programs, which will provide me with great opportunities for leaning and growth. I am very interested in becoming involved in this type of environment.

**[Skip One Line]**

The courses I have taken throughout my high school career have prepared me for a volunteer position with Silverton Retirement Village. I have learned valuable technical skills such as proper stretching and weight lifting techniques through my Physical Education, Weights and Anatomy and Physiology classes at Silverton High School. I have been able to apply the skills learned in school to the work place through my experiences as a basketball coach for Kids, Inc. Working with youth has developed my ability to assist people of all ages with their physical fitness goals. I have become involved in several organizations that have molded me into the individual I am today. These organizations include FFA, FBLA, and SHS Varsity Basketball. I have developed valuable leadership skills that will undoubtedly serve me in the future as well as my future employer.

**[Skip One Line]**

Thanks to challenging coursework, past work experiences and involvement in various organizations, I am confident that my qualifications are an excellent fit with the needs of your business. I feel that it would be worthwhile for us to meet, and will contact you within ten days to schedule an interview to further discuss my qualifications. Thank you for your time and consideration of my application.

**[Skip One Line]**

Sincerely,

**[Skip Three Lines and Sign Your Name in This Space]**

Your Name