

What is a Cover Letter?

A cover letter is a marketing tool. It is often the first document a potential employer sees – even before the resume! It makes a first impression.

A cover letter introduces you and your resume to a potential employer. It tells the story of you.

A cover letter is a narrative that markets your skills and experience in a story-like format.

A cover letter allows you to go in-depth about select skills and experiences highlighted in your resume. It complements, not duplicates your resume.

A cover letter is tailored for the job you are applying for. Your cover letter should discuss your strongest skills that most relate to the job you're applying for.

Most importantly... a cover letter is evidence of your **communication skills**. Make it good! Every employer, no matter what the job, wants employees with good communication skills!

Write well, spell check, and proofread! Do not lose your opportunity to be hired on a typo!

Any Student
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Edmonds, WA 98026
(111) 222-3333
astudent@hotmail.com

September 16, 2004

Jackie Turner
Director of Employment
Echo Falls Country Club
12345 Echo Falls Drive
Snohomish, WA 99999

Dear Ms. Turner:

Please accept my application for the Pro Shop assistant position at Echo Falls Country Club. My resume and references are included for your convenience. As a candidate for this position, it is important for you to know that I would be a terrific asset to your Country Club.

I have worked on golf courses for six years in Craig, Colorado and New Meadows, Idaho. I have assisted in children's golf clinics, introducing them to the fundamentals of the game. I also have experience building and repairing golf clubs. My experience has enhanced my ability to work as a team and communicate effectively with people. As a future employee I offer dedication to customer satisfaction, a willingness to learn and a strong work ethic.

I am excited to join the team at Echo Falls and would like the opportunity to meet with you. I can be reached Monday – Friday after 2:00 pm and anytime Saturday or Sunday at 425-222-3333. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Any Student

Enclosures