

Your present address _____
City, State Zip _____
Date _____

Name of Contact _____
Title _____
Company Name _____
Address _____
City, State Zip _____

Salutation _____:

What job are you applying for and where did you see it posted

Make a thesis statement that describes one of your KSAs. Write a paragraph of evidence that supports the statement you made.

Make a thesis statement that describes one of your KSA's. Write a paragraph of evidence that supports the statement you made.

Request an interview and tell them when you will contact them to follow-up

Sincerely,

YourFirstName YourLastName

enclosures

1000 Buffalo Drive
Canyon, TX 79016
(806) 651-2345
November 15, 201X

Ms. Connie Wilson
Director of Human Resources
XYZ Corporation
P.O. Box 1000
Amarillo, Texas 79120-0020

Dear Ms. Wilson:

Please accept my résumé and cover letter as application for the Computer Programmer Internship at XYZ Corporation that is advertised through West Texas A&M University's Cooperative Education and Internship office. My knowledge and my status as a senior Computer Science and Biochemistry major at WTAMU make me an ideal candidate for this opportunity.

I am very interested in software programming as a career field and have already obtained many programming skills. Before graduating in May 200X, I became a Sun Java Certified Programmer, writing programs in C++, JavaScript, and XHTML. Additionally, I have excelled in all the course work required to earn a degree in Computer Science.

Finding creative solutions through the use of computer technology is one of my talents and one which your job description indicates XYZ Corporation is seeking. I am confident that my unique blend of scientific education and proven technology skills, along with my motivation to excel will be an asset to your organization.

I will contact you the week of November 20th to verify that you received my application information and if possible, to set a time to formally discuss this internship opportunity. Thank you for your time and consideration.

Sincerely,

Ima Programmer

enclosures

IMA SUCCESS

P.O. Box 2000 ▪ Amarillo, TX 79101 ▪ (806) 651-2345 ▪ imasuccess@yahoo.com

March 5, 201X

Ms. Heather Wright
Field Recruitment Supervisor
ABC Corporation
3000 Amarillo Blvd. W.
Dallas, TX 79732

Dear Ms. Wright:

After hearing you and Mr. Duncan speak last week at West Texas A&M University, I reviewed ABC Corporation's website and I was thrilled to see an opening on one of your product teams. The Book Buyer position immediately caught my attention because it closely parallels my experience and education. An excellent position in the retail arena is my goal following graduation this May.

I am experienced and fully proficient in the areas listed in your posting, including: working as part of an integrated team, representing an organization in vendor relations, operating within a budget, and learning to use new software. Additionally, highly successful teams and mutually beneficial business relationships are also an interest of mine. This is a strength I thoroughly enjoy cultivating, especially given the link between such relationships and positive outcomes for all involved.

I believe my skills in analysis, problem solving, organization, and communication, plus my experience (summarized in the enclosed résumé) offer a strong match for the ABC Product Team. My formal training includes specialized courses in consumer behavior, communications, leadership development, and organizational behavior. In addition to this formal education, I have also traveled extensively in the U.S. and Canada. I look forward to discussing how my qualifications could work for ABC Corporation.

Your warmth toward our classes combined with Mr. Duncan's presentation inspired me. A proactive company like ABC Corporation would be a perfect fit for me. I will call you next week to answer any questions that my résumé may prompt. Thank you for your consideration.

Sincerely,

Ima Success

Enclosure

1000 24th St.
Canyon, Texas 79015
March 28, 201X

Frances Lesak
Director, Human Resources
Leander Independent School District
P.O. Box 218
Leander, TX 78646-0218

Dear Ms. Lesak:

I am interested in a position teaching math in the Leander Independent School District. I visited your website recently and read about the opportunities your district has to offer.

My educational background has effectively prepared me for my career as a teacher. I have passed all required TExES exams and upon graduation will be certified to teach 4-8 Mathematics. My student teaching experience provided me with a taste of the “real life” as a teacher. Along with teaching a regular 6th grade Math class, I had the opportunity to teach an Advanced Placement Math class. During this experience I was able to put into practice the skills taught in my college classes.

A wide variety of teaching experiences have proven to be valuable as I plan for the future. I enjoy teaching students of all ages and believe that each has something special to show me about the field of education. As my enclosed résumé indicates, I have spent sufficient time in a middle school atmosphere to learn that my primary interest is at the intermediate level.

Since graduating from West Texas A&M University last May, I have worked as an Intern with the Baptist Student Ministries on campus. I felt that this was a unique opportunity that would not be available in the future. The internship provided opportunities for me to organize activities and assist college students in their individual ministries. I have enjoyed this experience, and am now excited at the prospect of beginning my teaching career.

I noticed that you will be attending the WTAMU Educators' EXPO, I look forward to meeting you there. In the meantime, I will contact you the week of April 1, 200X to verify that you received my application and if possible discuss interviewing opportunities. Thank you for taking the time to consider me for a position as you plan for next year.

Sincerely,

Wana Teach

Wana Teach

enclosure