

Hello! - Cover Letter and Resume

The purpose of a cover letter is to introduce yourself to someone who has never met you before (in this case your teacher, or an employer) and to make them aware of your personal qualifications and desires for a particular situation (Passing this class, or getting a job). There are many different formats for cover letters and resumes, but they share some important characteristics: NEATNESS – typed (printed in black pen is acceptable), STYLE – please follow this format for this time, COMPLETENESS and ACCURACY.

This is your first assignment in this class, and it is due_____.

Cover Letter

Teacher's Name

Class

Date

Dear (Teacher's name):

My name is_____. (Go on to describe who you are, what your family is like, and the things that you do/do not like to do. This paragraph should tell what kind of person you are.)

I am taking _____ this year because _____. (What grade do you want to earn, and what specific things will you do to make sure you get this grade or better. What specific preparation have you done including past courses and study skills.)

I hope that during my years in high school I will learn more about _____ (Topics, skills, interest, and hobbies), because _____. After I graduate I hope to _____(job and/or college plans.) Eventually I would like to _____

The 21st Century Skill that I am strongest at is_____ because I _____. The two 21st Century Skills that I am weakest at are _____ and _____. (The 21st century skills are: collaborative worker, critical thinker, quality producer/performer, effective communicator, self-directed learner, and community contributor). I can increase my performance at these two skills by _____.

Sincerely,
(Your signature)

(Include the following statement and have a parent/guardian sign below it.)

I have read the syllabus for this class and my child's cover letter and resume.
(Parent/guardian signature)

Resume

PERSONAL INFORMATION

Name	Parent (s) or Guardian(s) Name(s)
Street	Occupation:
City State, Zip code	Work Phone:
Birthday	Home Phone:
Email address	Email address:

OBJECTIVE

I want (need) to pass (this class) with a grade of _____ or better, in order to _____

EDUCATION (science and math class only)

Start with your most recent semester and go backwards for at least two years.

<u>School</u>	<u>Course</u>	<u>Teacher</u>	<u>Letter Grade</u>
			(A,B,C,D,F)

EXTRACURRICULAR ACTIVITIES

(School and community related)

AWARDS

PERSONAL REFERENCES

(At least three people not related to you, at least two must be adults.)

<u>Name</u>	<u>Relationship</u>	<u>Phone number (optional)</u>
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