

Action Skills Sheet

SKILL: Creating a Résumé

Name: _____

Date: _____

Cover Letter

The activity called “E-mail Like a Pro” showed you how to write a follow-up e-mail after a job interview. But what about *before* an interview? The jobs that are most interesting or that pay the most are often the hardest jobs to get. To make your application stand out from the rest, attach a strong cover letter. A cover letter lists your skills and experience that would make you a good employee. Fill in the blanks according to the directions below.

Dear _____,
Mr./Ms. Last name

Thank you for the chance to apply for a job at _____.
name of store

I would like to work at your store and want to tell you about myself. I am in
the _____ grade at _____. I have
your grade name of school

taken many classes that will help me in my work. These classes include
_____.
list two classes you feel could help you with a job in a store

In addition, I am active in my school and community—I am involved in
_____.
club, team, or community group name

I believe I would be very helpful to your business. I am
_____.
short description of yourself

If you would like to talk to someone about my skills, please contact
_____.
name and phone number of someone who knows you well

Thank you very much for considering me for a job at your store.

Sincerely,

your name

your contact information