

Cover letter guidelines

1234 Hire Me Drive
Anytown, USA 12345

February 12, 2006

E. M. Ployment
Director of Recruiting
CompanyCo
567 E. Opportunity Way
Jobsville, USA 34567

Dear Mr. Ployment:

I am responding to the employment opportunity listed on your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Your Name

432 Black Bird Lane
Turbotville, PA 17772

March 14, 2006

Mr. Andrew Michaels, Director
Muncy Valley Hospital
98 Get Better Blvd.
Muncy, PA 17756

Dear Mr. Michaels:

I was pleased to learn of your summer nursing internship in the March 10th edition of the Williamsport Sun-Gazette. Your hospital has built a solid reputation in the health care industry for over 50 years and I am eager to join such a successful organization. Please accept my resume and attached materials for an internship position.

My academic background at Warrior Run High School, and the technical experience that I have gained through Lycoming Career and Technical Center have greatly prepared me for an internship position with Muncy Valley Hospital. As part of the curriculum at LCTC, I have learned not only the practical applications for nursing, but also the ethical considerations that one must consider. My excellent communication skills will serve me well not only in interacting with staff, but also with patients. My experiences working at Kram Nursing Home as a health care assistant have prepared me for a nursing career. While at Kram, I was responsible for assisting patients with all aspects of their daily well being, including their social functioning. My work in organizing social functions and trips enabled me to give a feeling of independence back to the residents.

I am also familiar with the mission of Muncy Valley Hospital, as I am currently a VolunTEEN. My volunteer work has allowed me the opportunity to use the education that I have earned to further sharpen my skills. These experiences, along with my strong academic record, will make me a worthwhile and contributing member of Muncy Valley Hospital.

My enclosed resume and transcript can tell you more about my skills and qualifications; however, I would appreciate the opportunity to speak with you in person. You may contact me at (570) 222-3456 or needsajob@work.net to arrange an interview. Thank you and I look forward to hearing from you soon.

Sincerely,

Joseph Needsajob

Enclosure

702 Little Road
Watsontown, PA
March 13, 2006

Mrs. Veronica Swisher
Tiny-Tots Day Care Center
900 Little People Way
Muncy, PA 17756

Dear Mrs. Swisher:

Your philosophy, "Where children always come first", caught my attention while I was reading the March 10th edition of the Williamsport Sun-Gazette, and I was excited to learn of your opening for a childcare provider. Please accept my application for this position.

Not only have I concentrated my coursework on childcare and development, I also have extensive experience to draw upon. As a counselor at Camp Friendship, I was responsible for overseeing and mentoring campers. I also developed activities that helped them to grow as well as have fun. My experiences at Camp Friendship allowed me to strengthen my leadership and teamwork skills.

Working at the Turbotville Children's Center gave me a new perspective on the issues that some children struggle with everyday. As my most challenging experience, it has also been the most rewarding. As you can see, I have had opportunities to work with children of varying ages and levels. These experiences have only strengthened my interest in working in the childcare field.

Enclosed are my resume and transcript for your consideration. I am very interested in working for your company and am available for an interview at your convenience. You may reach me at (570) 432-3391 or hireme@work.net to arrange an interview. Thank you for your time and consideration.

Sincerely,

Sarah Savesalot

Enclosures

THANK YOU LETTER

432 Black Bird Lane
Turbotville, PA 17772

March 20, 2006

Mr. Andrew Michaels, Director
Muncy Valley Hospital
98 Get Better Blvd.
Muncy, PA 17756

Dear Mr. Michaels:

Our interview today was both interesting and informative. I learned a lot about the career opportunities in nursing available to me at Muncy Valley Hospital. Thank you for taking the time to meet with me.

I am very interested in the nursing internship position and look forward to learning more about your company's services. If you need additional information, please contact me at (570) 222-3456. Once again, thank you and I look forward to hearing from you.

Sincerely,

Joseph Needsajob