**Cover Letter Helpful Hints**

* Formal salutation (Dear Mr. / Ms. )
* Introduce yourself
* Mention how you found out about the position
* Describe what you would bring to the job
* Mention any experience, skills or knowledge you have that directly connects to the position qualifications

**Sample Cover Letter**

Your Name

Your Address

Your City, State, Zip Code

Your Phone #

Your Email

Current Date

Employer Name

Company

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am responding to the employment opportunity listed on your website. Please accept this letter and accompanying resume as evidence of my interest in applying for this job. I feel my qualifications and my skills would prove to be an asset for your organization.

I have recently graduated from high school and now, I believe that this position is a good match to my skills and interests. Here are some of my key strengths that I would bring to this position. I am:

1. A self-starter.
2. Disciplined.
3. An excellent communicator.
4. Very willing and eager to learn new things.
5. Exceptional at customer service.
6. Great team worker.

I was responsible for handling and organizing various important activities in my school. I have working knowledge of MS Word, Copier, Fax Machine and Internet. With these qualities, I feel that I make an excellent candidate for the position.

I would appreciate your consideration of my credentials. If you do think there is a shared interest, I would gladly meet with you, to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,

Your Signature

Your Typed Name

**Resume Helpful Hints**

* Objective (If you do include an objective, keep it broad. Do not forget to update it so it matches the job for which you are applying. For example, do not have as your objective “to work with young children” when applying for a customer service position.)
* Employment
* Education
* Activities
* Volunteer/Community Involvement
* Honors and Awards
* Skills and Certification
* Associations

Sample Resume

**Your Name**

**Street Address, City, State, Zip Code**

**Phone, Email**

**Objective:**

To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

**Experience:**

Pet Sitter  
2008 – Present

* Provide pet sitting services including dog walking, feeding and yard care.

Childcare

2010 – Present

* Provide childcare for several families after school, weekends and during school vacations.

**Education:**

East High School, Kansas City, Missouri

2008-2011

**Activities:**

* East High School
  + Track Team
  + Debate Team
  + School Newspaper
* Piano
* Girl Scouts

**Volunteer/Community Involvement:**

* Big Brother / Big Sisters
* Kansas City Public School Youth Mentoring Program
* Run for Life

**Honors and Awards:**

* National Honor Society: 2009, 2010, 2011
* Academic Honor Roll: 2008 - 2011

**Skills:**

* Knowledge of MS Word, Copier, Fax Machine and Internet

**References available upon request.**