



## Job #2 Cover Letter



**Directions:** You now need to type a cover letter to go with your application. A cover letter is a business letter sent with your application (and/or resume) to explain why you are the person for the job. It adds a more personal touch to the process. A cover letter should let the potential employer understand three things:

1. Who you are
2. What you are applying for
3. Why you are qualified for the position
4. How they can contact you

You will need to use a block style letter with closed punctuation. Use a colon ( : ) for the greeting line and close the letter with “Sincerely.” Use the sample letter on the back as a guide. Your line spacing needs to be just like the sample letter. Make sure you think about the things you have learned in class. Here are some points to keep in mind:

- You have taken Computer Tech class for three years
- You are proficient in Word, Excel, PowerPoint and can type \_\_\_\_\_ WPM
- You are a good student in school (hopefully!)
- You are involved in many different things at school or outside of school (JFL, basketball, volleyball, Hornet Herald, Boy/Girl Scouts)

**DO NOT USE THE SAME EXACT WORDS FROM THE SAMPLE- THIS NEEDS TO BE YOUR OWN WORDS!!!**

Here is the ad for the position in the Tuscola Journal:

**EP Clothing: Administrative Assistant Position**

EP Clothing is looking for a new member to join our team. The successful candidate will be capable of typing at least 30 wpm and know Microsoft Word and Excel. The candidate must also work well with others and handle multiple office duties. Fill out application online and send cover letter to:

EP Clothing  
Attn: Bob Boss  
500 S. Hornet Way  
Tuscola, IL 61953