Your Name
Street Address
City, State Zipcode

Today's Date

Mr./Ms. (Contact's Name)
Title
Company Name
Street (Number + Street Name)
City, State Zip

Subject: (Job that you are applying for)

Dear Mr./Ms.NAME or Hiring Manager or Team: :

You will need a cover letter whenever you send a resume or application form to a potential employer. The letter's intent is to capture the employer's attention, show why you are writing, indicate why your employment will benefit the company, and ask for an interview. The kind of specific information that is included in a cover letter means that each must be written individually for each opportunity to which you are applying.

SALUTATION Each letter is addressed by name to the person you want to talk with. That person is the one who can hire you. It is most likely to be the person who will actually supervise you once you start work. Call the company to make sure you have the right name and correct spelling. If you are not able to find the specific name, you can write "Dear Hiring Manager or Team"

OPENING You want the opening to appeal to the reader. Cover letters are sales letters. Sales are made after you capture a person's attention. You capture the reader's attention most easily by talking about the company rather than yourself. Mention projects under development, recent awards, or favorable comments recently published about the company. Many times, this information can be found by searching the company's web site. Include where you saw the position advertised or how you were referred to the company/organization. If someone suggested that you apply, use his or her name (with permission, of course).

BODY Acknowledge the skills required by the position. State the skills/strengths you will bring to the job that parallel those needed to fill the position. Give examples of your skills and work experience—quantified results, accomplishments, and achievements—and how they will transfer to the job. If you are still in school or a recent grad, explain how your academic background makes you a qualified candidate for the position. The body of the letter gives a brief description of your qualifications and refers to the resume, where your sales campaign can continue.

CLOSING At the end of the letter, request an interview. Make it easy for the person to contact you; list one or two phone numbers (in bold print) and also include your email address. Use a standard complimentary closing, such as "Sincerely", leave three or four lines for your signature, and type your name.

Sincerely,

Sign your name here [Note: consider making a scan of your signature to insert]

Type your name here

Phone number/email

Encl.: Resume
Example for First Job Application

Sara Jackson
1234 Salmon Lane
Portland, OR 97221

January 29, 2021

Hiring Manager
Yummy Yogurt
123 Taylor St.
Portland OR 97205

Subject: Customer Service/Cashier Position

Dear Hiring Manager:

I am writing to apply for the position of Customer Service/Cashier, as advertised on your website. I am a hard-working sophomore at Grant High School and I believe I will be able to fill this position with energy and enthusiasm.

As a frequent customer to your shop, I am always pleased with the level of service you provide your customers, and of course, with the high quality of frozen yogurt and toppings you serve. I would love the opportunity to work in such a customer focused environment, helping people who enter to enjoy not only high quality yogurt, but also the overall pleasant, friendly experience of visiting Yummy Yogurt.

You will see in my resume, I have taken part in a variety of school and community activities that have allowed me to develop strong communication and customer service skills. In particular, for the last year, I have been a part of a group who cooks and serves a weekly meal for those who are hungry in our community. I am familiar with the importance of adhering to safe food handling, keeping a clean environment, and being positive and engaging with those I am serving. Sometimes people come having had a very difficult day or days. I find that when I smile and treat people I am serving with respect and kindness, they are appreciative.

I am also currently taking a culinary class at Grant, and hold a current food handlers card and am learning many safety procedures, cooking techniques, and customer service skills. While participating in Cross Country and Speech and Debate, I find joy in being a part of a team and adapt quickly to new people and environments.

Thank you for your consideration and I look forward to meeting you to share more about how my skills and strengths make me an excellent fit for your team at Yummy Yogurt.

Sincerely,



Sara Jackson

sjackson@youremail.com
503-222-1212

Encl.: Resume