

# Application/Cover Letter

“In the workplace, you don’t write for a grade, you write for a living.”

Jim Franke, electrical contractor

People in the workplace write business letters and do many things—share ideas, promote products and ask for help. Putting a message in writing gives the writer time to think about, organize, and edit what he wants to say. In addition, a written message becomes a record of important details for both the sender and the recipient. In any profession, letters connect the writer with experts and organizations that offer information or provide internships, help solve problems, and much more.

## Parts of a Business or Cover Letter

A business or cover letter presents complete information in the order below:

### Heading

The heading gives the writer’s complete address, either typed or in the letterhead, plus the date. If the address is part of the date, place only the date in the upper left-hand corner.

### Inside Address

The Inside Address gives the reader’s name and complete mailing address (including the company name). If you are not sure which person to address or how to spell his/her name, call the company and ask. If the person’s title is a single word or very short, place it after the name, separated by a comma. Longer titles go on a separate line.

### Salutation

The salutation personalizes the letter. Use “Dear” with people only, not department or company names. Place a colon after the name.

### Body

The body contains your message in single-spaced paragraphs with double spacing between them. The body of your letter is organized in three parts: (1) the beginning states who you are and why you are writing, (2) the middle provides all the needed details, and (3) the ending focuses on what should happen next.

### Complimentary Closing

The closing politely ends the message with a parting word or phrase—“Sincerely, Yours sincerely, Yours truly,”—followed by a comma. Capitalize only the first word of complimentary closings.

### Signature

The signature makes the letter official. It includes the writer’s handwritten name and corresponding typed name.

## **Initials, Enclosures, Copies**

When someone types the letter for the writer, that person's lowercased initials appear after the writer's capitalized initials, separated by a colon. If a document (brochure, form, copy) is enclosed with the letter, the word "Enclosure or Encl." appears below the initials. If a copy of the letter is sent elsewhere, type "cc:" and follow with the name of the person or department receiving the copy.

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## **Writing Guidelines**

### **Prewriting**

1. Considering your audience . . . Who is your reader and how will he or she feel about your message?
2. Determining your purpose . . . Jot down your reason for writing or what you want the reader to know.
3. Gathering details . . . Collect the information you will need for your letter. Think about the best way to organize and present it.

### **Writing and Revising**

4. Organizing the Details . . . Organize your letter into the three previously mentioned parts.
5. Improving your Writing . . . Revise your first draft, checking for the following:
  - accurate, interesting details
  - paragraphs that develop the main ideas
  - a polite and respectful tone

### **Editing and Proofreading**

6. Checking for Style and Accuracy . . . Check your letter for the following traits or qualities:
  - smooth-flowing sentences
  - clear, natural word choice
  - correct spelling, capitalization, punctuation, and usage
  - correct letter form
  -

**Preparing your Final Copy:** Neatly type your letter. Center it on the page and keep the margins even on both sides.

## Cover Letter Format

When sending a potential employer a copy of your resume, you should always attach a cover letter. This letter explains to the employer your job interest and your purpose in sending the resume. It is important to remember that you would send the letter and resume after you have determined that there is a vacancy.

Your street address  
Your city, state, zip code

Month, Day, Year

Mr./Ms./Dr. Name  
Title  
Name of company/organization  
Company address  
City, State, Zip code

Dear Mr./Ms./Dr. Last Name:

Paragraph 1: Answers "Why am I writing?"

- Identify the position and the company
- Indicate how you learned about the position
- Request the employer's consideration
- Introduce basic information about yourself

Paragraph 2: Answers "Who am I, and why should you hire me?"

- Contain a brief summary of your personal data and work experience.
- Relate your skills, experiences, and qualities that would benefit you in this position

Paragraph 3: Answers "What is my next step?"

- Refer the reader to your enclosed resume
- Reiterate your interest in the position
- Specify how you will follow up

Sincerely,

Your signature (Leave 4 blank spaces between "Sincerely" and Your Typed Name)

Your name (typed)  
Telephone number  
Email address

## ~ CONTENT AND FORMAT OF A RESUME ~

### What to put on a resume:

**Personal** – Your name, address, zip code, area code and phone number, and e-mail address

**Objective** – If you want a specific job, describe it here. Otherwise, don't put an objective section.

**Special Qualifications** – Write a condensed statement of your main qualifications that cites your strengths and achievements. *This section is optional and is usually placed at the beginning of the resume.*

**Work Experience** – List all your work experience. Include volunteer work, such as helping teachers after school, tutoring, cutting your neighbor's grass during the summer, etc. List your current job first and work backwards in time. Give your job title, the employer's name and address, and the dates you worked. Give a short description of what you did on the job. Use action verbs. Don't forget such jobs as babysitting, taking care of a friend's animals while he was on vacation, helping in the family business, etc.

**Education** – List college education first, including name and address of college, dates of attendance, graduation or expected graduation date, major, and particular courses of interest. If you are still in high school but have taken college courses, list college information first, then list the name and address of your high school and expected graduation date. If applicable, list your diploma type, career pathway courses, and/or courses of special interest. If your grade-point average is high, state it.

**Activities** – List activities in which you have been involved, especially those in which you have had a leadership role. Examples: organizations/clubs, sports teams, band, scouts, school yearbook or news team, church youth group, choir, etc. If related to the job sought, list such activities as helping with physical therapy of sister with disability or assisting in the care of a bed-ridden family member. *This section is optional.*

**Skills and Abilities** – If you don't have much work experience, this section is extremely important. Summarize your strong points, especially those related to the job being sought. Examples: fluent in Spanish, know sign language, proficient in Microsoft Word, play three different instruments, good eye for color and design. *This section is optional.*

**Honors and Achievements** – List any honors and achievements you have earned. Examples: Jacket Pride award, perfect attendance award, Governor's Honors Program nominee, Who's Who Among American High School Students, STAR student, sold the most Girl Scout cookies in the region, tennis team region champs, Gold Level on WorkKeys assessment, etc. *This section is optional.*

**Hobbies and Interests** – List any hobbies or interest you have not yet listed, particularly those that relate to the job sought. Examples: avid reader, sing in church choir, build model cars, etc. *This section is optional.*

**References** – Type "References provided upon request." Then prepare a separate sheet of paper with your references listed. Acceptable references include boss, former boss, teacher, pastor, family friend, etc. Do not use family members (unless a family member was also your work supervisor). References should include name, title (or how you know person), address, phone number, e-mail and other information (optional). Some employers are interested only in work-related references, some are interested in both employment and academic references, and some may want character references. Be prepared by have reference sheets of each type.

## **General Resume Format Guidelines:**

1. Use at least one-inch margins on all sides.
2. Print on high-quality paper. Use standard business colors – white, beige, gray.
3. Use a laser printer when possible – to avoid smearing ink.
4. Use headings, bold print, different font sizes, underscores, listings with bullets or asterisks, and/or capitalization to emphasize qualifications.
5. Limit to one page (unless you have extensive job-related experience).
6. Format resume attractively on the page, using white space effectively.
7. Use parallel structure in headings and listings.
8. Never use the pronoun *I* as the first word of a sentence.
9. Proofread, proofread, proofread. Correct all spelling, grammar, and punctuation errors.
10. Be sure resume looks conservative, polished, and professional.
11. Put resume in large manila or white envelope so that it doesn't have to be folded.

### *Sources:*

*Now Hiring: A Story of Four Teens Finding Their First Jobs, Noreen E. Messina, 2010, The Goodheart-Willcox Company, Inc.*

*Business Communications, Tom Means, 2004, South-Western.*

Street Number and Name  
City, State and Zip Code  
Phone Number  
Email Address

## Your Name

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**Objective**            What do you want to do?

**Work Experience**    Company Name  
Street Number and Name  
City, State and Zip Code  
**Job Title**

- Duties or Achievements
- Duties or Achievements

**Accomplishments**   List one or more things that you have done or a special skill you may have.

**Activities**            List activities in which you have participated such as scouting, sports teams, church groups, etc.

**Interests**            List hobbies, special interests, travel, etc.

**Education**            Name of High School  
Street Number and Name  
City, State and Zip Code  
Dates attended: From Date – Present

Name of Middle School  
Street Number and Name  
City, State and Zip Code  
Dates attended: From Date – Present

Name of Elementary School  
Street Number and Name  
City, State and Zip Code  
Dates attended: From Date – Present

**References**            Name  
Street Number and Name  
City, State and Zip Code  
Phone Number

Name  
Street Number and Name  
City, State and Zip Code  
Phone Number

# Emily Brown

1640 Riverside Drive, Hilldale, CA 93505  
760-555-1210 (tel), 760-555-1955 (fax)  
ebrown@hilldaleinternet.net

*Sample Resume for  
Younger High School Student  
(Freshman or Sophomore)*

## Assistant Clerk

Three months experience as Assistant Systems Clerk at the Tannen Blood Center, contributing to a money-saving records reorganization praised by the healthcare industry. Frequently recognized for excellent organizational and problem-solving skills.

## EXPERIENCE AND ACCOMPLISHMENTS

### Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Hilldale Public Library.
- Winner of the DMC Programming Contest, 2004.

### Excellent organizational skills

- Awarded "Volunteer of the Year" by the Hilldale Public Library in 2004 for noted organizational skills.
- Helped reorganized records system, saving the Tannen Blood Center \$15,000 per year.
- Organized various events for the Hilldale High School Math Club.

### Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.

## VOLUNTEER HISTORY

**Hilldale Public Library — Summer 2004, Summer 2005**  
Hilldale, CA  
Computer assistant

**American Red Cross — Spring 2004**  
Florida  
Relief volunteer

**Tannen Blood Center — Summer 2003**  
Hilldale, CA  
Assistant Systems Clerk

## SCHOOL ORGANIZATIONS

**Hilldale High School Math Club — 2003 - 2005**  
Vice-president — 2005

**National Honor Society — 2003 - 2005**

**Clayton Middle School Library — 2000 - 2002**  
Student Librarian

## EDUCATION

**Hilldale High School**  
2003 - 2005  
Graduation Date: 2007

**Clayton Middle School**  
1999 - 2002

**Sample Resume for  
Older High School Student  
(Junior or Senior)**

**PERRY JAMESON**

1515 Stanley Drive #62  
Hometown, KS 66202  
perry.jameson@dbplanet.com  
(913) 555-1938

**OBJECTIVE**

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

**EDUCATION**

Completed three years at Hometown High School.  
Graduation date: May 2005.  
G.P.A. 3.85. Top 5% of class.

**EXPERIENCE**

**Newspaper Staff Member, Hometown High School**

- **Aug 2004 - present.** Features editor of campus newspaper.
- **Aug 2001 - Aug 2004.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

**Yearbook Committee Member, Hometown High School**

- **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

**RELEVANT HIGH SCHOOL STUDIES**

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

**HONORS, AWARDS, AND MEMBERSHIPS**

- **U.S. Media Association Scholarship recipient**  
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- **2004 Best High School Newspaper Design winner**  
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- **President of high school chapter of Future Communicators of America (FCA), 2004 - present**  
Member, 2003 - present.
- **Treasurer of National Honor Society, 2004 - present**

**REFERENCES**

Available upon request.



# Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Interview (Month/Day/Year):

## Applicant Data

How were you referred to us:

Position Applied for:

Full Name:

Address:

City:

State:

Zip:

Phone:

Mobile/Pager/Other:

E-mail:

Date Available to Start:

Social Security Number:

Salary Requirements:

If you are under 18 years of age, can you provide a work permit?  Yes  No If no, please explain:

Have you ever worked for this company?  Yes  No If yes, when?

Are you legally allowed to work in the United States?  Yes  No

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime?  Yes  No If yes, give dates and details:

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number (if applicable to position):

State:

## Education History

Name & Location of High School:

Did you graduate?

Name & Location of College:

Years attended:

Degrees completed:

Other Subjects Studied:

Trade, Business or Correspondence School:

Years attended:

Subjects Studied:

Did you graduate:

## Summarize Your Special Skills or Qualifications

**Previous Employment (begin with most recent position)**

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_  
 Company Name \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_  
 Company Name \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_  
 Company Name \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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