

Creating a Cover Letter

Letterhead

Use the same letterhead that you used for your resume (letterhead is the top part of the resume that has your name address, phone number and appropriate email). This way the resume and cover letter look like they go together and they stand out as being professional.

Date

Start with the date at the top of the page. You get to decide where to put and how you want it to look. It can be on the left or the right side of the page. I would NOT recommend the center. Just my opinion. You also get to pick your style. Don't get too fancy. Examples: April 22,2020
4/22/20 4/22/2020 4-22-20 4-22-2020 ...you get the idea.

Address

You need to determine who you are applying to. The name of the company, their address, and who is taking the application.

To Whom It May Concern:

This is a very generic way to address your cover letter. Try to be original like the example below:

George Orwell
Looking Over Your Shoulder, Inc.
1984 Pennsylvania Avenue
Sutton Valley, Nebraska 96992

Dear Mr. Orwell:

If you do not know the name of the person hiring, use this example:

Looking Over Your Shoulder, Inc.
1984 Pennsylvania Avenue
Sutton Valley, Nebraska 96992

Dear Project Manager: or To the Project Hiring Team: or Dear Human Resources Director:

1st Paragraph

In 4-8 sentences tell the reader who you are and why you are excited to apply for the position.

As an example:

I am thrilled to be applying for the position of mop attendant at Joe's Burger Shack. I have been eating with my family at the restaurant for the past seven years. I have always enjoyed how clean and inviting these restaurants are. I believe that this is a perfect opportunity for me to be a part of the team that continues to strive for excellence.

2nd Paragraph

In 4-8 sentences tell the reader how you would fit in and contribute to the business.

As an example:

Currently I am enrolled in the Woodshop class at Yuba City Charter School. One of the skills that Mr. K, my woodshop teacher, has instilled in me is the importance of cleanup. At the end of every period I help my classmates return the tools to their proper location, clean and sweep our work area and make sure that all tools have been accounted for. Seeing how important keeping our work environment clean and returning equipment to its proper location is for the proper running of this class, has instilled in me the importance of cleaning up after all projects including in school, in everyday life and at work.

3rd Paragraph

In 2-5 Sentences tell the reader what you want in conclusion.

As an Example:

I am excited about the opportunity to meet with you and learn more about how I can contribute to the ongoing success of Joe's Burger Shack. Please feel free to contact me by email or phone if you need any other information to help in your decision making process.

Closing

You need to formally close your letter. Here is a list of common closings:

- *Thank you,*
- *Best regards,*
- *Kind regards,*
- *Sincerely,*
- *With best regards.*

Signing

You should leave 3-4 spaces after your closing and Type your full name (no nicknames). Print then sign (in Cursive) between the closing and your typed name.

****Examples are directly from <https://zety.com/blog/teen-resume-example> with my personal opinions and a few additions.**

George Orwell

1256 Pennsylvania Road

Penn Valley, CA 95290

530-555-5555

g.orwell@pennvalley.com

April 22, 2020

Joe Johnson
Joe's Burger Shack
2522 Washington Boulevard
Yuba City, CA 95991

Dear Mr. Johnson,

I am thrilled to be applying for the position of mop attendant at Joe's Burger Shack. I have been eating with my family at the restaurant for the past seven years. I have always enjoyed how clean and inviting these restaurants are. I believe that this is a perfect opportunity for me to be a part of the team that continues to strive for excellence.

Currently I am enrolled in the Woodshop class at Yuba City Charter School. One of the skills that Mr. K, my woodshop teacher, has instilled in me is the importance of cleanup. At the end of every period I help my classmates return the tools to their proper location, clean and sweep our work area and make sure that all tools have been accounted for. Seeing how important keeping our work environment clean and returning equipment to its proper location is for the proper running of this class, has instilled in me the importance of cleaning up after all projects including in school, in everyday life and at work.

I am excited about the opportunity to meet with you and learn more about how I can contribute to the ongoing success of Joe's Burger Shack. Please feel free to contact me by email or phone if you need any other information to help in your decision making process.

Sincerely,

George Orwell