


## COVER LETTER GUIDE

<b>PARTS OF A COVER LETTER HEADING</b>	<b>SAMPLE LETTER</b> Your Mailing Address City, State Zip Code Today's Date
	<i>(4 "Return"s or "Enter"s on Keyboard)</i>
<b>INSIDE ADDRESS</b>	Employer's Name Job Title Business Name Business Address City, State Zip Code
<b>SALUTATION</b>	Dear (Mr./Mrs./Ms.) <i>(Use the name of the person that will read the letter):</i>
<b>INTRODUCTORY PARAGRAPH</b> Tell why you are writing.	I am an 11 <sup>th</sup> grade student at Impact Academy in Hayward. I am currently searching for an unpaid Internship on 10 Fridays from November-February and I believe my skills and experience are a great match for XYZ Telecommunications.
<b>1ST MAIN PARAGRAPH</b> Describe your qualifications. Sell your skills and knowledge. Tell why you are interested in the company or college. Point out any related experience you have.	During the past two summer I have worked as a receptionist with at my aunt's office. My work has involved answering ten incoming lines and greeting customers in a fast-paced office setting. I have also been responsible for all incoming and outgoing mail, as well as purchase orders. I am very detail oriented and able to handle multiple tasks simultaneously.
<b>2ND MAIN PARAGRAPH</b> Explain why working with this person or company is good for your future. Convince them to take on an intern, it will be worth it!	I am currently in my Junior year at Impact Academy and preparing to start applying to college. I know that working with you and having the opportunity to learn about your workplace and what life is like in the telecommunications industry will help prepare me for college and life.
<b>CLOSING PARAGRAPH</b> Close by thanking the reader and requesting an interview.	I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (207) 555-1234. Thank you for your time and consideration.
<b>COMPLIMENTARY CLOSE</b>	Sincerely,
<b>SIGNATURE</b>	
<b>NAME</b>	Joel Key
<b>ENCLOSURE</b> This indicates that you have enclosed other items (resume, transcripts, etc.) for the reader to see.	Enclosure