

COVER LETTER INSTRUCTIONS

A COVER LETTER HAS THREE PARTS:

- 1. Beginning Paragraph: This tells the Employer where you heard about the particular job.**

Example: I read with interest your ad for a trainee in your Convalescent Center that was in the Spokesman-Review Newspaper. I am qualified for this position and I know that you will want to interview me.

- 2. Middle Paragraph: Tell of your past experience, training, skills, and personal strengths.**

Example: I have been an ESL Student at the Adult Education Center for the past year. This program has helped me to build my language skills, job readiness and the ability to follow directions to complete a job thoroughly. In my country I worked with elderly people for five years. I have both the skills and the compassion to work at this job effectively.

- 3. Last Paragraph: Ask for an interview.**

Example: Please give me the opportunity to interview with you, answer your specific questions, and prove my qualifications for this position. I can be contacted at (Give your area and phone number). If I am not there, please leave a message and I will respond immediately.