



Cover Letter Sample # 1

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Ms. Lisa McGee  
Charleston Mall  
2033 Quarrier St  
Charleston, WV 25311-2212

Dear Ms. McGee,

I'm a graduating high school senior with a strong work ethic and a flair for fashion. For the past two years, I've worked in the Juniors department at the Charleston Target, where I provided friendly service and maintained a neat and well-organized sales floor and stock room. I was thrilled to see you have an opening for an assistant manager at the GAP, and would love to apply my retail skills in a new environment.

I am particularly interested in the opportunity to coach sales staff who are just beginning their careers. As the assistant editor of my high school newspaper, I was in charge of new reporters. I was part boss and part cheerleader. I made sure deadlines were met and articles formatted correctly. I learned a lot about the importance of consistency and respect in managing employees.

I look forward to a chance to talk to you about the assistant manager position, and will call next week to follow up.

Sincerely,

Bethany Carter  
Bethany Carter\*\*

\*\*2010 Roads to Success pg. 69 Cover Letter II – Resources Grade 12



## Cover Letter Sample # 2

Dear Mr. Paulin,

Independent schools such as Greenwood Elementary require a hardworking, organized administrative staff to ensure that the school runs successfully and efficiently. My administrative experience and organizational skills would help contribute to the long history of success at Greenwood School.

I have extensive administrative experience in an academic setting. For the past two years I have worked at the Early Childhood Center at XYZ College, where I alternated between running activities for the children and answering phones, scheduling parent-teacher meetings, and performing other organizational tasks. I also served as an intern for the principal of 123 Elementary School, undertaking a variety of office assignments while also observing firsthand the day-to-day duties of an academic administrator.

I have attached my resume, and would love to speak with you regarding how I could make a significant contribution to Greenwood School's daily operations. I will call you within the next week to discuss arranging an interview. Thank you for your time and consideration.

Sincerely,

<http://jobsearch.about.com/od/coverlettersamples/a/requestmeeting.htm>