Jane Student

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12/11/2020

Taco Bell

456 Main Street

Grand Junction, CO 81506

This is where you explain what position you are applying for and where you found the job. End this paragraph in a transition to explaining that your letter will show why you are the best fit.

Be sure to address your cover letter to a specific person. This information is typically in the job posting itself

To: John Smith, Hiring Manager

Dear Mr. John Smith,

As a highly motivated and dedicated student with strong communication and customer service skills, I would like to apply for the position of Cashier. I learned about this position through ConnectingColorado.com. I believe that I am a good fit for this position as I have all the requirements listed.

I have been extensively involved in my school community, which has allowed me to develop strong problem solving skills. I have also consistently provided baby and pet sitting services to my friends and family. These experiences have allowed me to develop strong time management and organizational skills, which I see as being very important when seeking work while continuing to study. Personal attributes that I believe make me suitable for this position include:

This section should start with why you are interested in this position. Share important information about skills and experience that the employer should know about you. You can use more than 1 paragraph here show your skills stand out.

•Motivation: Volunteer participation and school results demonstrate high motivation.

•Strong Work Ethic: Managing my school duties while regularly baby and pet sitting has allowed the development of my work ethic.

•Communication: Providing feedback to the families I sit for has allowed the development of communication skills.

My teachers and educators have commended me for my willingness to participate and my dedication to helping where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

Remind the employer why you are a good fit for the job. You can politely ask for an opportunity to talk to the employer further. Be sure to include contact info and thank the employer for their time.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person. I believe that I have a lot to offer your organization. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Regards,

This is where you will end your letter formally with your full name.

Jane Student