

The letter that accompanies your resume when you apply for a job is called the cover letter. The cover letter is your first chance to make an impression on the person that you hope to work for, and is the first step in convincing a potential employer that you are qualified for the job. The cover letter follows the standard format for a business letter, and should include the following information:

- The name of the job you are applying for and how you heard about it, for example, from a newspaper ad, or from a job search engine online.
- Highlight some information about yourself that you feel makes you uniquely qualified for the job. This could be relevant job experience, or how the job aligns with your personal interests, hobbies, and/or goals.
- The name and contact information for two references, one a personal reference and one someone that you have worked with in the past.
- State the times when you will be available for an interview.

Not all jobs require a resume, especially when you are just starting out. The job advertisement will often instruct you how to apply. As with all formal writing, the tone of your letter should be formal and respectful. Avoid casual or familiar language.

YOUR ASSIGNMENT: Read the job posting below. Imagine that you found the job posting on a bulletin board at the cafeteria in school. On a separate page, write a cover letter to go with your resume as if you were going to apply for the job.

HELP WANTED: LIBRARY ASSISTANT

The head librarian is seeking a part-time assistant to shelf books, keep the shelves orderly, and assist patrons. Afternoon hours, 4 p.m. to 6 p.m., three days a week. Must be prompt, tidy, and a hard-worker. Opportunity for advancement. Book lovers only! To apply, address letter of interest to Ms. Jill Beasley, Park Place Library, Anytown U.S.A.