

Cover Letter samples for jobs and careers

Cover letters are a great way to gain positive notice for any type of job, either part-time or full-time positions:

Here's how a full letter for a **short-term, part-time job** could look and read:

Cherie Chemeketa

5000 Lancaster Drive NE

Salem, OR 97305

Phone: (503) 555-5000

E-mail: cherie.chemeketa@my.chemeketa.edu

January 1, 2020

James Coffee
Human Resource Manager
The Coffee Place
4000 Bean Street SW
Salem, Oregon 97302

Dear James Coffee,

As a kid I remember that I used to go to my grandma's house so she could take me and my cousins to elementary school. Our mornings consisted of watching Little House on the Prairie, eating breakfast, and my grandma drinking coffee. Ever since then the energizing smell of coffee has reminded me of those times. Even now when I wake up, the aroma of coffee reminds me of those simpler, more enjoyable times. These memories and experiences will make me committed to being a sensational barista at The Coffee Place.

My several years helping at the Salem High School blood drive has given me the opportunity to learn how to work with others, how to organize a group of people, and how to help serve guests and make them feel comfortable. Knowing how to help people feel welcome means that I'll be able to create a warm, cozy, and inviting atmosphere that keeps customers coming back. You want a high level of production; as a coordinator I was able to help Salem produce more blood donations than any other high school in the state.

As a volunteer handyman for Sullivan Gardens I was able to challenge myself mentally and physically and I was able to do more than I thought I ever could. This experience taught me that I can work to the best of my ability and that I can handle any challenge set before me.

A position as a barista at The Coffee Place is a chance to help coffee customers meet their beverage needs and be a part of an amazing team. I look forward to discussing this opportunity with you.

Sincerely,

Cherie Chemeketa

Cherie Chemeketa

See the other side of this page for a
cover letter aimed at a career-track job >>>>

Chemeketa

Community College



Career Services

Bldg. 2, Rm. 230, Salem

503.399.5026

careercenter@chemeketa.edu

go.chemeketa.edu/careercenter

Here's how a full letter for a **full-time, career-track job** could look and read:

Cherie Chemeketa

5000 Lancaster Drive NE

Salem, OR 97305

Phone: (503) 399-5000

E-mail: cherie.chemeketa@my.chemeketa.edu

January 1, 2020

James Bond
Human Resources Manager
Moonraker Imports
007 Goldfinger Road
New London, CT 10098

Dear James Bond,

When I was 8 years old, my father took me to his Dunder Mifflin office for "Take Your Daughter to Work Day." While it was great seeing what my dad did, what really fascinated me was his secretary: how she combined answering the phone, typing letters, sorting mail and greeting visitors, and doing it with a smile. I decided that was what I wanted to do some day. That passion for making an operation run effectively has stayed with me; that, along with my education and experience in the field, mean I will be an outstanding office specialist at Moonraker Imports.

In earning my Associate Degree in Business Technology, our coursework included hands-on experience with a variety of copiers, computers, scanners and telephone systems, meaning I'll step into your office and quickly become proficient with your equipment. We also used the latest software, including Microsoft Office and QuickBooks, so I will immediately be productive with those programs. My six years' customer service experience in a variety of settings taught me the value of treating everyone I encounter with respect and a determination to resolve their situations. In both office and production environments, I have seen the importance of following proper procedure and working as part of a team.

I was very happy to learn that Moonraker Imports considers one of its primary duties to be contributing to the betterment of its community. I currently volunteer at Marion-Polk Food Share, an organization collecting healthy food and distributing it to those in need. I have also donated my time caring for animals at Willamette Humane Society and coached my daughter's volleyball and softball teams. I am eager to bring this dedication to serving others to an organization that has similar values.

The opportunity to be part of a company that brings joy to customers by providing them with high-quality antiques and products from Great Britain is exciting, and I look forward to discussing it with you further.

Sincerely,

Cherie Chemeketa

Cherie Chemeketa

