Example Cover Letter Worksheet Email

From: Annette DeFisch <annette.defisch.9876@mail.linnbenton.edu>
Date: Thursday, January 23, 2020 at 10:30 AM
To: <EganB@LinnBenton.edu>
Subject: (WR227 DeFisch, Annette) Cover Letter Worksheet assignment enclosed

Name: Annette DeFisch

Title and brief description of job: Kitchen assistant at West Hills Assisted Living Community. Serves food at the table, helps clean dining room, and runs the dishwasher.

Gender/rank/honorary title (e.g., Dr., Mr., Ms, Sgt., etc.), name, and job title of the person you will write: Not specified, and the posting says “No phone calls”. So I’ll be tricky. The job posting says that the Kitchen Assistant will report shortages to the Food Service Director, so I’m going to presume that this is the hiring manager. I made a discrete call to WHALC and asked the name of the FSD; it’s Pat E. Kayke; I asked a follow-up question and was told that Pat is a “Ms.” Incidentally, the posting instructs the applicant to apply in person, so sending a letter isn’t really appropriate. But I’ll attach it to my résumé, which I will take to WHALC in person as instructed. So: Ms. Pat E. Kayke, Food Service Director

Complete postal mailing address (or as close as you can get to it): West Hills Assisted Living Community, 5595 SW West Hills Rd, Corvallis, OR 97333

Salutation: Dear Ms. Kayke:

Attention-getting points that should go in the intro: I took care of my elderly, ill grandmother every day after school for three years, and loved every second of it. I cooked her meals, cleaned her house, and chatted with her to keep her spirits up. I never missed a day.

Specific skills/experience that make you (or will make you) perfect for this particular job: I have experience serving in coffee shops, and ran the dishwasher at the high school cafeteria during my junior year. I have housecleaning experience. I get along well with the elderly, and understand that they occasionally have bad days but still need cheerful support.

Specific training/education that makes you (or will make you) perfect for this particular job: Food handler’s card, three years of home economics courses related to cooking, and an LBCC community education course in elder care.

Any other 4SQ points not mentioned above: The food handler’s card has expired, but I can easily get another. If I feel that it would make a difference, I’ll renew it before applying.
What, exactly, you want the addressee to do after reading the letter: **Hire me!** I'll probably be getting an interview as soon as I show up, so the cover letter will reinforce what I've already told them and will give them a lasting good impression while they interview others and make a decision.

Anything else to take into account: **Even though a cover letter may not be necessary, I will write one because it will show I am very professional, can follow instructions, and have very good attention to detail.**