


**Unit 3 Text 1 “Sample Cover Letters”** Adapted from texts: Lougheed, Lin (2003). *Business Correspondence a Guide to Everyday Writing*, 2nd ed & adapted from Mackey, D. (2005) *Send Me A Message*.

Sample 1	Parts of a Cover Letter
<p>Tomoko Martin 8105 50th St. Davis, CA 95616</p> <p>August 18, 2016</p> <p>Sung Woo Lee Human Resources Director Port of Seattle, Pier 55 Seattle, WA 98190</p> <p>Dear Sung Woo Lee:</p> <p>I read about a job opening for an Administrative Assistant in the <i>Seattle Times</i>. I understand that the Port of Seattle is growing to accommodate the increase in ships that will be using Seattle as their base of operations. My fluency in three languages, experience working with international visitors, and office skills would allow me to assist your department to be successful.</p> <p>As my resume shows, I have the skills and experience to work in any administrative position. I have used Microsoft Office software for 10 years, and I have experience with several web-based programs. As a result of my study abroad experience in Spain and my volunteer experience at the University of California, I have developed proficiency in other languages and interacted with other many diverse cultures. I would welcome the opportunity to use my interpersonal skills in representing the Port of Seattle to visitors.</p> <p>I would appreciate the opportunity to discuss my qualifications in an interview. I will contact your office next week to arrange a time that is convenient for you. Thank you for your consideration of my application, and I look forward to meeting with you.</p> <p>Sincerely,  Tomoko Martin</p>	<p><b>Name and address of the job seeker</b></p> <p><b>Date (month, day, year)</b></p> <p><b>Name, title, and address of the employer</b></p> <p><b>Salutation followed by the person’s name and a colon (:)</b></p> <p><b>Paragraph 1: Tell (1) that you are applying for a job, (2) the source of your information, and (3) why you are a good fit for the job</b></p> <p><b>Paragraph 2: Explain 2-3 of your best skills for the job with clear examples from your work/study experience</b></p> <p><b>Paragraph 3: Ask for an interview and tell how you will contact them or how they can contact you. Be positive and thankful.</b></p> <p><b>Complimentary Close, followed by signature and typed name</b></p>

**Sample 2**

Sample 2	Parts of a Cover Letter
<p>123 East Main Street Philadelphia, PA, 19119 (215) 898-4381 bethbradley@email.com</p> <p>April 26, 2010</p> <p>Jane Doe, Director Office of International Programs University of Texas P.O. Box 112 Austin, TX 99999</p> <p>Dear Jane Doe:</p> <p>I was interested to read the article in <i>The Austin Times</i> which addressed the growing international student population at your university, and noticed an opening for an International Student Advisor. I am writing to apply for the position of International Student Advisor in the Office of International Programs at the University of Texas. As you can see in my resume, I will graduate this May from the University of Pennsylvania with an M.S.Ed., with a specialization in Intercultural Communications.</p> <p>For the past year, I have worked as a Resident Advisor at the International House in Philadelphia. I have been responsible for 40 international students who have recently moved to the United States. In this position, I advise students on personal, cultural and immigration issues, as well as organize professional, social and cultural programs. Combining interpersonal and organizational skills, I have been successful at assisting these students in beginning their life in the United States. Additionally, last summer I assisted with International Student Orientation at the University of Pennsylvania. Both of these positions have helped me to understand international student issues and concerns. My graduate course work has increased my knowledge of international cultures, customs and communication styles.</p> <p>These experiences have formed an excellent foundation on which to build my international student advising career and I would be most interested in continuing my career at the University of Texas. Thank you for taking the time to review my resume. I will be moving to Austin the end of May and would be delighted to meet with you shortly thereafter. I look forward to speaking with you soon.</p> <p>Sincerely, <i>Beth Bradley</i> Beth Bradley</p>	<p><b><i>Name and address of the job seeker</i></b></p> <p><b><i>Date (month, day, year)</i></b></p> <p><b><i>Name, title, and address of the employer</i></b></p> <p><b><i>Salutation followed by the person's name and a colon (:)</i></b></p> <p><b><i>Paragraph 1: Tell (1) that you are applying for a job, (2) the source of your information, and (3) why you are a good fit for the job</i></b></p> <p><b><i>Paragraph 2: Explain 2-3 of your best skills for the job with clear examples from your work/study experience</i></b></p> <p><b><i>Paragraph 3: Ask for an interview and tell how you will contact them or how they can contact you. Be positive and thankful.</i></b></p> <p><b><i>Complimentary Close, followed by signature and typed name</i></b></p>