

Date

Return address, phone number, etc.

Good Morning!

I am enclosing my resume and ask you to consider my application for the position of \_\_\_\_\_ you advertised in the AnyTown (name your source) paper last Sunday.

I will be a senior at MyTown High School. I am learning and using computer skills. I am a self-starter. For example:

- I taught myself the basics of Word and Excel.
- I used Word to write thank you letters to the parents who support my 4-H club.
- I also used Word to write my school papers.
- I learned to give directions when I worked in the ice cream store.

I have attached a copy of my resume. I am available at your convenience for an interview.

Sincerely,

Robin Friday

Enclosure

Robin highlights her accomplishments with bullet phrases in her targeted cover letter and also demonstrates her computer skills. She might want to use one of her teacher's as a reference on an application should she be called in for an interview.