

## COVER LETTER

To whom it may concern,

This letter is in reference to your job posting for a \_\_\_\_\_  
(job title). As a grade \_\_\_\_ student at \_\_\_\_\_  
(school name), I have participated in \_\_\_\_\_  
(extracurricular activities/clubs). Through participation in those activities, my classes,  
and \_\_\_\_\_ (volunteer work), I have developed  
\_\_\_\_\_ skills (your job skills). Additionally, I am  
\_\_\_\_\_ (1st positive trait), \_\_\_\_\_ (2nd positive  
trait), and \_\_\_\_\_ (3rd positive trait). (Use 2-3 sentences here to  
talk about how your skills, activities, and interests apply to the job you're hoping to  
get.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached, please find my resume. References available on request.

Thank you for your time! I look forward to hearing from you soon.

Sincerely,

(Sign your name here)

\_\_\_\_\_

(write your name here)

# Resume

Your name: \_\_\_\_\_

Your school: \_\_\_\_\_

Your grade level: \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_

Your phone number: \_\_\_\_\_

Your extracurricular activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/honors:

\_\_\_\_\_

\_\_\_\_\_

Volunteer experience:

\_\_\_\_\_

\_\_\_\_\_

Any previous jobs:

\_\_\_\_\_

Your job skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 references (not family members):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_