Cover Letter Examples

**Cover Letter Example 1: Entry Level**

*Dear Ms. Morris:*

*I am writing in response to your listing in the Memphis Gazette for a nurse’s aide. Please accept my enclosed resume for consideration.*

*As a CPR-certified lifeguard and a LPN student at Memphis Community College, I have the formal training necessary for this position. Additionally, with two years of experience in retail sales, I have excellent customer service skills that can translate well to patient relations.*

*After you have reviewed my resume, I hope to meet with you to discuss how I can be beneficial to your team. I look forward to hearing from you to schedule an interview at your earliest convenience.*

What do you like?

What do you not like?

How could they improve?

### Cover Letter Example 1: Returning to Work after a Job Gap/Relocation

Dear Principal Townson:

With five years of experience in teaching high school and a master’s degree in Chemistry, I believe I am an ideal candidate to fill the science teaching position you have open with the retirement of Stacy Jones. My teaching experience was at John Smith High School in Smallville, NJ before my husband and I moved here seven years ago. While there, I taught all levels of Chemistry and helped host the science fair each year.

When we moved here, I was pregnant with my oldest. Now that my youngest has started kindergarten, I am eager to return to the workforce. Although I focused on my family these last seven years and have not worked for pay, I kept up with developments in teaching and chemistry by reading literature and attending conferences hosted by the American Association of High School Science Instructors. I have also volunteered my time at the community center, tutoring all level of students in general sciences.

I look forward to raising my children in this community and someday teaching them at Rosewood High School. Please review my attached resume. I will be contacting you next week to schedule an interview. Thank you for your consideration.

What do you like?

What do you not like?

How could they improve?