Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_

**Read these four cover letters and explain on the back which person you would hire and why**

Deer Sir or Madman

I have wanted to join .................. (space for him to insert the company name) ........ to work as a ........

(another space for him to insert the job title) ........ from an early age as you are a big prestigious employer

that lots of people want to work for and you offer high salaries. I also would like to work in another

country and you are a global company.

Hoping to hear from you shorty.

Regards,

Frank

Dear Hiring Manager:

It is with great enthusiasm that I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years’ experience, I know my diverse skills will make me an asset to your team.

As you will see from the attached resume, I’ve built my career in a variety of roles, mostly in small companies where I was not just the admin but also gatekeeper, tech whiz, bookkeeper and marketing guru. I’m used to wearing many hats and enjoy it.

In addition to being flexible and responsive, I’m also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives, formatted spreadsheets, and generally made sure every line was letter-perfect. (The result? A five-year, $1.5 million grant award.)

In closing, I am thrilled at the possibility of joining your team and look forward to hearing from you.

Warmest regards,

Catelyn Stark

Dear Ms. Liebman,

I do not have any relevant work experience but when i went through the roles and responsibilities for this particular position, i realized that though relevant work experience would always be important, people skills, creativity and discipline are THE most important attributes any candidate applying for this position should possess and i believe that i have all of these qualities and more.

I have always been an avid reader (fiction and news) and had my own blog a couple of years ago. I received some feedback from the grandfather of a friend of mine, and it was very positive. He had been in the publishing business for over 30 years and he felt that my writing style was a good blend of contemporary serious issues and sarcasm (for the first post). I did not continues writing due to my academic commitments, but i have always felt the“pull of the pen.” i'm certain i have the ability and intellect to be a success at Business Insider.

i look forward to hearing from you.

Thanks,

Carl

Hi Jessica,

I guess the only reason I am applying is because I studied journalism, originally am an engineer, and is right now studying in a left learning institution (masters in sociology, at the university in New Delhi, India) which studies markets just to criticize them. I don’t read much of the magazine that you mentioned in your job-requirement article but yes I do have an analytical mind and I understand what one event in one country means to markets all over the world.

I know I am not tailor made for the job and I just have 3 months after May 5th before I resume the new semester here. Nevertheless, this looked interesting.

It was fun applying!

Thanks and regards,

Rebecca