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**Use Google to help find the answers to the following questions:**

1. What is the purpose of a cover letter?

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2. When you look at a sample cover letter (Google: “sample cover letter”) what information about the company the person is applying for do you see near the top of the letter?

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3. When you look at a sample cover letter, what information about the person applying do you see near the top of the letter?

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4. What is the BEST salutation (opening greeting) for a cover letter?

5. Using Google, find five pieces of advice that will help you write the perfect cover letter:

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IV. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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V. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**This is a sample cover letter –find a format you like online, or follow this format. Just make sure you adhere to the tips you found. Details regarding the custodial job are available on the class website under the real-world writing section (mvhenglish.weebly.com), but feel free to write one for a different job if you’re in the middle of an application process in real life.**

Joanne Tint

Email: [joannetint@xmail.com](mailto:joannetint@xmail.com)

Mobile: XXX XXXX XXXX

Mr Allan Moyle Moyle

Retail Solutions

Phone: XX XXXX XXXX

Email: [enquiries@moyleretailsolutions.com.au](mailto:enquiries@moyleretailsolutions.com.au)

23 April 2015

RE: Application for Casual Retail Sales Assistant position

Dear Mr. Moyle,

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Casual Retail Sales Assistant.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including drama eisteddfods and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

Personal attributes that I believe make me suitable for this position include:

* Motivation: Volunteer participation and school results demonstrate high motivation.
* Customer Service: Assisting with the sale of products at community events has allowed the development of customer service skills.
* Communication: Acting in drama performances and working as an MC for school events has allowed the development of communication skills.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person. I believe that I have a lot to offer your organization. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thank you in advance for your time,

Joanne Tint