Cover Letters

The cover letter you send should be written on a professional level, and should highlight how you can fit into a specific job. Always state how you can benefit the company and department. Make sure you sell yourself.

Dear Mr. (Ms.) \_\_\_\_\_\_\_\_\_\_\_:

I recently read of the positions you have available in your facility in the Selma Times Journal. I feel I can fulfill all the duties listed in your ad. I am a recent graduate from the Wallace Community College Selma Nursing Assistant Program, and plan to take the State Certification Exam on (date\_\_\_\_).

I am a punctual and dedicated employee, I stay with my tasks until completion, and I am able to handle many interruptions in my work schedule. In addition, I am flexible and willing to work for the betterment of my department and institution.

Thank you for your time and consideration, and enclosed you will find my resume. I can be reached at any time at the following phone numbers, and I look forward to meeting with you soon.

Sincerely,

(Don’t forget to sign here)

Type your name here

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.



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