

# Community Writing and Education Station (CWEST) Job Application Sample Documents for LARA / WorkOne Express

Prepared by Allen Brizee for the LARA / WorkOne Express - Purdue Writing Lab OWL CWEST Project, 2009. These resources are protected under the Creative Commons Fair Use Policy of the Purdue University OWL: <http://owl.english.purdue.edu/owl/resource/551/01>. The WorkOne resources for these samples and more information on the CWEST project can be found at this page on the Purdue OWL: <http://owl.english.purdue.edu/engagement/>.

[http://owl.english.purdue.edu/engagement/pdfs/engagement\\_resumes.pdf](http://owl.english.purdue.edu/engagement/pdfs/engagement_resumes.pdf)



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## Entry-Level Job Ads

Service Worker III - West Lafayette - Purdue Village (Job Number: 0900534)

### Description

*Purdue has good benefits*

Assist in maintaining a clean and healthy environment for residents. Clean all building surfaces. Perform specific cleaning tasks in assigned area. Areas may include restrooms, resident rooms, kitchens, dining rooms, hallways, stairwells, lounges, elevators, etc. Tasks may include scrubbing, mopping, buffing floors, washing walls, dusting surfaces, etc. Operate powered and non-powered equipment. Perform grounds-keeping, minor maintenance, painting and other miscellaneous tasks as assigned. Duties may involve considerable standing, reaching and lifting. Some overtime required.

### Qualifications

#### Required:

*Stuff I would have to do everyday*

- Stable work or education history with good attendance record.
- Technical competencies in basic mathematics, ability to lift and move up to 75 pounds, climb ladders, attention to detail, and stand, walk, reach and stoop extensively.
- Interpersonal competencies in communication, customer focus and teamwork.
- Competencies in judgment, dependability/accountability, flexibility, initiative and planning/organizing.
- Ability to communicate effectively with supervisor and coworkers.
- Ability to work effectively with individuals from different viewpoints and backgrounds utilizing The Basic Principles and teamwork in daily work activities.

#### Preferred:

*Not sure what these are - ask*

- High school diploma/GED.
- Driver's license preferred.

#### Additional Information:

- Days and hours for this position are Monday - Friday 8:00-4:30 p.m.
- Summer hours are 7:00 a.m. to 3:30 p.m.
- Occasional overtime is required.
- A check of criminal conviction records will be made for employment in this position.
- FLSA: Non-Exempt (Eligible For Overtime).
- Retirement Eligibility: PERF Contributions Immediately.

*My hours*

*Nice*

*Doesn't have contact info. But I think I submit my info. online.*

Driver/warehouse worker. Hoosier Distribution in Lafayette seeks an entry-level, full-time warehouse worker who can also drive a delivery truck.

Applicants should be dependable and have strong work skills. Applicants should be able to lift and carry 100 pounds, track inventory, and work well in teams. Applicants should also have at least 2 yrs. exp. working in a warehouse, have a good driving record, and be able to use maps and directions to drive non-CDL trucks.

*Good, because I don't have a CDL*

Warehouse work includes receiving, tracking, and storing merchandise, using hand trucks and manual labor to lift and carry merchandise. Driving includes over night routes in northern Indiana driving non-CDL trucks to deliver merchandise.

To apply, send cover letter and résumé to: Reggie Lee, Hoosier Distribution Lafayette Warehouse, 500 Farabee Ct., Lafayette, IN 47905. **Apply by June 25.**

*Good thing I already did my cover letter and résumé*



## Mid-Level Experience Job Ads

Cosmetologist: Jane's Beauty Salon seeks an Indiana licensed cosmetologist with fast-paced salon experience for full-time position (40+ hours per week with some weekend).

Applicants must be dependable and be willing to do assistant and front desk work. Applicants must also be able to do manicures and makeup applications and give scalp treatments and shampoos, as well as cut, shape, style, tint, rinse and dye hair. Experience with permanents and synthetic and human wigs is also a must.

*I did this at JCPenney's*

Accepting cover letters and résumés thru July 1. Send to Jane Millhouse, Jane's Beauty Salon, 818 Beck Ln., Lafayette, IN 47909, 765-123-4567.

*Good thing I already did my cover letter and résumé*



UNITED STATES POSTAL POSITIONS

EARN \$13.00 TO \$56.00 PER HOUR

The United States Postal Service has excellent and challenging employment opportunities for highly motivated and innovative individuals. Post Office Jobs are in high demand and require that you take the Postal Entrance Exam that matches the position you desire. Position offers paid training, full medical and dental benefits, and job security.

MACHINE DISTRIBUTION CLERK - Sorts and distributes mail by using a complicated computer coding system which automatically drops mail into its proper slot for its destination.

Required

Education: High School

*Sounds simpler than what I was doing at AM General...*

Job Type: Business Development

Base Pay: \$13.00 - \$56.00 /Hour

*WOW!*

Other Pay: Medical and Dental Benefits, Paid Vacation

Location: Kokomo, IN

*I could still take care of Mom if I stayed in Kokomo*

Employee Type: Full-Time/Part-Time Employee

Industry: Government - Civil Service Manufacturing Computer Software



## More Experience Job Ad

Welder Apprentice (#46): A & D Industries seeks a full-time welder apprentice. A & D has a long history of dependable work in Lafayette and position has room for advancement. Applicants should be dependable and have strong work skills. Applicants should be able to work well in teams and have good English communication skills.

### Required:

- Welding experience with steel, aluminum, stainless steel
- Experience with welding tools and welding codes
- Experience with hand and power tools
- Physical dexterity and ability to lift up to 100 pounds
- Problem solving skills
- Ability to work in fast-paced environment with strict deadlines
- Ability to do math, read and write work orders and materials requests
- Knowledge of shop safety rules

*I can do most of these...*

### Preferred:

- Knowledge of mechanical systems and fabrications
- Familiar with welding theory and principles
- Ability to lift and carry over 100 pounds
- Ability to track inventory

*I could pick up the kids at day care by 4:30...*

### Additional Information:

- Days and hours for this position are Monday - Friday 7:00-4:00, Saturday 8:00-12:00
- Occasional overtime required
- Medical benefits included
- Member United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local 440

To apply, send cover letter and résumé by July 1 to Alex Carson Manger, A & D Industries, 1437 State Route 26, Lafayette, IN 47904, 765-123-4567.

*Never thought I'd do a cover letter and résumé for a welder apprentice job. You can tell times are tough.*

Logistics and Supply Manager: Subaru of Indiana Automotive, Inc. seeks logistics and supply manager for its Lafayette, Indiana location. The successful candidate will have a proven track record in managing logistics and supply functions and computerized routing and tracking. Experience with lean production, Kaizen management, Six Sigma, and continuous improvement techniques preferred.

*Learned this at Ft. Lee*

Responsibilities include "day to day" activities including DOT, driver supervision, dispatch, budgeting, customer service, training, computerized routing and tracking, on-board computers and P&L.

Position closes: 09/30/09  
Compensation: \$60 – 70k / yr  
Job Type: Full Time  
Education: Required: High School / GED, preferred: some college / Associate's degree  
Experience: 2 - 5 years  
Travel: Negligible  
Reference: 476

*This would be nice. I wonder how many other people are applying?*

*Doesn't have contact info. I think I apply online...*





## Entry-Level or Immigrant Combination Format Résumé

**Hector Ramón Gómez**

1294 Davis Dr.  
Lafayette, IN 47909  
765-123-4567

**Objective:** To obtain the Service Worker III (# 0900534) position at Purdue Village

### Skills and Qualifications

- Responsible and dependable team worker
- Independent, self starter with good attendance record and organizational skills
- Over four years of custodial, grounds-keeping, and landscaping experience
- Ability to lift and carry over 75 pounds
- Experience with power equipment, painting, and grounds-keeping
- Good driving record

### Relevant Skills and Experience

- Worked for custodial and grounds-keeping companies performing cleaning tasks, lawn and vegetation landscaping with powered and non-power equipment
  - Powered equipment: buffer, drill, jig saw, screw driver, lawn mower (pushed and rider), weed trimmer, edger, shrub trimmer, blower
  - Non-powered equipment: basic tools
- Promoted from day-laborer to salaried employee to supervisor
- As supervisor, drove equipment and three employees to custodial and grounds-keeping sites, tracked work hours, and maintained quality control through inspections

### Work Experience

**AAA Custodial & Landscaping Services**, Lafayette, IN 47909: January 2005 – Present  
Custodial and landscaping supervisor  
Custodial and landscaping worker

**Donado Nursery & Landscaping**, San Antonio, TX 78247: February 2004 – January 2005  
Landscaping installation and maintenance specialist  
Nursery employee

## References

**Phil Henderson**, Owner AAA Custodial & Landscaping Services

4311 St. Rd. 25

Lafayette, IN 47909

765-121-3141

**Oscar Donado**, Manager, Donado Nursery & Landscaping

16348 Nacogdoches Rd.

San Antonio, TX 78247

210-878-9045

**Belinda Muñoz Ramirez**

1528 Cincinnati St.

Lafayette, IN 47904

765-516-1718



## **Entry-Level Skills-based or Incarceration Format Résumé**

**Jeremy J. Swift**

88 Green St.  
Lafayette, IN 47905  
765-123-4567

**Objective:** To obtain the warehouse worker and truck driver position at Hoosier Distribution

### **Skills and Qualifications**

- Excellent driving record
- Over two years of delivery experience
- Responsible time management
- Ability to lift and carry well over 100 pounds
- Excellent people skills

### **Relevant Skills and Experience**

- Worked in small car parts warehouse lifting and carrying heavy boxes and tracking inventory
- Used maps and directions in heavily trafficked urban and suburban area to deliver small car parts
- Interacted with gas station and auto mechanic shop employees to conduct business
- Used maps and directions to delivery pizza routes in heavily trafficked urban and suburban area
- Interacted with delivery customers to conduct business
- Interacted with large and small groups of employees and customers from diverse ethnicities and cultures
- Completed Indiana “Life Skills” correspondence training course

### **Education**

**Lafayette Adult Resource Academy**, General Education Development (GED), 1100 Elizabeth Street Suite 3, Lafayette, Indiana 47904, May 9, 2009

### **Work Experience**

**Small Car Parts International**, Lafayette, IN 47905: June 2005 – May 2007  
Warehouse worker and car parts delivery driver

**Ernie’s Premier Pizza**, Lafayette, IN 47905: May 2006 – June 2005  
Pizza delivery driver

## References

**William Getty**, Pastor, New Life Church  
340 S. 5th St.  
Lafayette, IN 47901  
765-121-3141

**Michael Sykes**, Manager, Small Car Parts International  
456 Sagamore Pkwy S. 52  
Lafayette, IN 47905  
765-789-1011

**Ernie Bayer**, Manager, Ernie's Premier Pizza  
500 Sagamore Pkwy S. 52  
Lafayette, IN 47909  
765-516-1718



## Mid-Level Experience Chronological Format Résumé

### Rosa María Muñoz González

1386 Green Acres Dr., Apt. 35  
Lafayette, IN 47905  
765-123-4567

**Objective:** To obtain the cosmetologist position at Jane's Beauty Salon

### Professional Licenses

Licensed Cosmetologist by the Indiana Professional Licensing Agency, 2008: # 345689990

### Education

**Lafayette Beauty Academy**, Lafayette, IN 47901, April 2, 2007 – April 1, 2008

**Jefferson High School**, Lafayette, IN, May 21, 2006, General Studies and Cosmetology

### Work Experience

**JCPenney Salon**, Lafayette, IN 47905: June 2006 – Present

Part Time Salon Assistant and Receptionist

- Maintain accurate records, logs, and schedules
- Clean, sterilize, and disinfect areas and equipment
- Greet customers and conduct point of sales transactions
- Track inventory, stock shelves, and assist salon manager with orders
- Wash and rinse hair and assist licensed cosmetologists with customer care

**Dog n Suds Restaurant**, Lafayette, IN 47905: May 1, 2006 – July 23, 2006

Part Time Crewperson

- Greeted customers, took orders, and ran point of sales transactions
- Cleaned counter, food processing stations, and restaurant
- Served food

### Other Experiences

Volunteer at Lafayette Urban Ministry Homeless Shelter – collect, prepare, and serve food monthly

Volunteer at St. May's Catholic Church with childcare

### Summary of Qualifications

Bilingual: English and Spanish

Three years of experience working with customers in high-stress situations (food service, beauty salon)

Willingness to learn as evidenced by continuing education in cosmetology at Lafayette Beauty Academy

Maintain calendars; schedule and coordinate appointments; maintain accurate records and logs

Clean, sterilize, and disinfect areas and equipment

Ensure that there is an adequate supply of materials available

Order, receive, inspect, and store equipment, merchandise, commodities, materials, and supplies.

Trained to perform manicures and makeup applications and give scalp treatments and shampoos to clients

Trained to cut, shape, style, tint, rinse and dye client's hair according to existing cosmetology practices

Trained to give permanents to clients and work on a variety of synthetic and human wigs

## References

**Susan Miller**, Instructor, Lafayette Beauty Academy  
833 Ferry St.  
Lafayette, IN 47901  
765-121-3141

**Kelly Day**, Manager, JCPenney Salon  
2415 Sagamore Pkwy S. 52  
Lafayette, IN 47905  
765-789-1011

**William Simmons**, Manager, Dog n Suds  
601 Sagamore Pkwy S. 52  
Lafayette, IN 47909  
765-516-1718



## Mid-Level Experience Chronological Format Résumé for Autoworkers

**Michael S. Lee**  
2084 W. Jefferson St.  
Kokomo, IN 46901  
765-891-1112  
mslee123@gmail.com

**Objective:** To obtain the Machine Distribution Clerk position with the U.S. Postal Service

### Work Experience

**AM General HUMMER H2 Assembly Plant**, Mishawaka, IN 46545: July 2000 – August 2008  
Automotive Painter

- Following detailed engineering drawings and manufacturer's recommendations, worked in a team to
  - Apply paint to parts and complete vehicles
  - Rivet, weld, and assemble parts and components prior to and after painting
  - Repair and apply fiberglass and other composite materials
  - Prepare bare metal materials (alodine, etching, zinc, chromate, etc.)
  - Apply single- and two-part top finishes
  - Apply CARC (Chemical Agent Resistant Coating) paint
  - Maintain spray equipment and spray booth area

**Ken's Custom Detailing**, Mishawaka, IN 46544: June 1996 – 2000

Full and Part Time Painter and Shop Technician

- As full time painter, performed custom paint and detailing jobs
- As part time painter, assisted with preparing and completing basic paint jobs
- As part time shop technician, assisted with mixing paints, maintaining spray equipment, and cleaning the spray booth area and shop

**Kroger Foods**, Mishawaka, IN: April 1994 – June 1997

Part Time Stock Clerk and Grocery Bagger

- Stocked shelves
- Bagged groceries

### Education

**Ivy Tech Community College**, Lafayette, IN, 2008 – Present

Human Services Courses, 18 credits. GPA: 3.50

**Mishawaka High School**, Mishawaka, IN, May 1994, General Studies and Art

## References

**Alison Franklin**, Shift Supervisor, AM General  
12900 McKinley Highway  
P.O. Box 568  
Mishawaka, IN 46545  
574-123-4567

**Ken Ostwinder**, Owner of Ken's Custom Detailing  
506 State Rd. 933  
Mishawaka, IN 46544  
574-789-1011

**Sam French**, Assistant Manager Kroger  
2330 Hickory Rd.  
Mishawaka, IN  
574-456-7891





## More Experience Chronological Format Résumé

### Karl M. Jones

900 N. 7<sup>th</sup> St. Apt. 6

Lafayette, IN 47904

765-123-4567

kmjones123@gmail.com

**Objective:** To obtain the welder apprentice position (#46) at A & D Industries, Inc.

### Professional Affiliations

United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local 440, May 2009

American Welding Society, August 2006

### Work Experience

**Russell's Collision Service**, Lafayette, IN: July 2007 – Present

Part Time Auto Body Technician, Welder/Fabricator

- Diagnose, weld, and repair automotive body damage
- Weld metal parts, components using brazing, gas, or arc equipment
- Weld in flat, horizontal, vertical, or overhead positions
- Prepare accurate cost estimates
- Match body parts, mix and apply paint from spray primer to final finish work

**Village Pantry**, Lafayette, IN: June 2006 – Present

Full and Part Time Retail Clerk – Won “Employee of the Month” May 2006, April 2008

- Run point of sales register and maintain customer relations
- Build merchandise displays, track inventory, and stock shelves

**Village Pantry**, 4004 S. Meridian St., Indianapolis, IN: April 2002 – June 2006

Full Time Retail Clerk

- Responsibilities same as above

### Education

**Ivy Tech Community College**, Lafayette, IN, August 24, 2006 - May 9, 2008, 18 credits in Industrial Technology – Welding

**Emmerich Manual High School**, Indianapolis, IN, May 23, 2003, General Studies and Welding

### Summary of Qualifications

Seven years of experience working with customers (two years in welding)

Willingness to learn as evidenced by continuing education in welding at Ivy Tech Community College

#### Skills in

Welding steel, aluminum, stainless steel

Hand and power tools

Physical dexterity and ability to lift over 100 pounds

#### Ability to

Diagnose problems and determine appropriate action

Work in high-stress situations

Perform basic mathematics

Read blueprints and work orders

Write materials requests, records

#### Knowledge of

Mechanical systems, fabrications, and welding

Welding theory and principles

Welding tools and welding codes

Safety procedures

## **References**

**Russell Clark**, Owner of Russell's Collision Services  
1404 State Route 26  
Lafayette, IN 47909  
765-789-1011

**Rebecca Singh**, Manager Village Pantry  
3630 Greenbush St.  
Lafayette, IN 47909  
765-121-3141

**Anthony Taylor**, Manager Village Pantry  
4004 S. Meridian St.  
Indianapolis, IN 46217  
317-516-1718



## More Experience Combination Format Résumé for Military Veterans

### Elizabeth Anne Roberts

3428 S. 18<sup>th</sup> St.  
Lafayette, IN 47909  
765-456-7891

**Objective:** To obtain the Logistics and Supply Manager position (#476) at Subaru of Indiana

### Skills and Qualifications

- Distribution coordination with lean production, Six Sigma, and continuous improvement
- Training and leadership
- Quality assurance
- Inventory control
- Standards and procedures compliance
- Vendor and staff relations
- Transportation and materials handling

### Relevant Skills and Experience

Worked in logistics and distribution for eight years receiving consistent promotions, as well as recognition for outstanding service in leadership and quality control.

#### **Logistics Coordinator**, United States Army, (various locations) 2005 – 2009

Coordinated logistics network and distributed wide range of supplies to multiple countries.

Trained and worked with ten-person staff in cutting edge logistics tracking technology to meet contract and government needs. Achieved a 96.4% delivery rate with zero loss, saving \$2.3 million over a one year period.

#### **Logistics Support**, 2001-2005

Supported logistics network and distributed \$11 million in petroleum products per month.

Monitored quality control systems to ensure a 94.3% average delivery rate, saving an average of \$350,000 per month.

### Education

#### **Ivy Tech Community College**, Lafayette, IN, 2009 – Present

A.S. in Business Administration, Logistics Management. Expected graduation: 2011

#### **Jefferson High School**, Lafayette, IN, May 21, 2005, General Studies

## References

**Mark Adams**, Instructor of Accounting, Ivy Tech  
3101 South Creasy Lane  
Lafayette, IN 47903-6299  
765-567-8910

**Linda Short**, CPT, US Army  
ALMC Army Logistics  
Management College  
2401 Quarters Rd  
Fort Lee, VA 23801-1705  
804-123-4567

**Belinda Muñoz Ramirez**  
1528 Cincinnati St.  
Lafayette, IN 47904  
765-516-1718



## Entry-Level or Immigrant Cover Letter (Block Format)

June 9, 2009

Hector Ramón Gómez  
1294 Davis Dr.  
Lafayette, IN 47909

Jennifer Hill  
Employment Consultant  
Purdue University  
401 S. Grant St.  
West Lafayette, IN 47907

Dear Ms. Hill:

I read on the Purdue University Human Resources website about the Service Worker III (# 0900534) position at Purdue Village, and I would like to speak with you about this job. My strong work ethic and solid teamwork skills make me a good match for the Purdue staff team. Also, my custodial and grounds-keeping at AAA Custodial & Landscaping Services and Donado Nursery & Landscaping make me a good candidate for the Service Worker III position.

For the past four years, I have been a custodial and landscaping worker at AAA Custodial & Landscaping Services in Lafayette. Last year, my strong work ethic and solid teamwork skills helped me move from an hourly worker position to the shift supervisor position. From 2004 to 2005, I worked as a landscaping installation and maintenance specialist and nursery employee at Donado Nursery & Landscaping in San Antonio, Texas. I believe that my responsible approach to work in custodial and grounds-keeping positions over the past five years makes me a good match for the Purdue staff and a strong candidate for the Service Worker III job at Purdue Village.

My custodial and landscaping work includes experience with cleaning tasks, lawn and vegetation landscaping with powered and non-power equipment. I can use buffers, drills, jig saws, screw drivers, lawn mowers (pushed and rider), weed trimmers, edgers, shrub trimmers, blowers, as well as basic non-powered tools. In addition, as a shift supervisor for AAA Custodial & Landscaping Services I manage three bi-lingual employees, drive equipment to custodial and grounds-keeping sites, track work hours, and ensure quality control through inspections. I believe these experiences will allow me to help Purdue physical facilities maintain a clean and healthy environment for residents at Purdue Village.

I am looking forward to meeting with you about the Service Worker III position. I am sure that my strong work ethic and custodial and landscaping experience can help Purdue physical facilities maintain a high level of service. If you have any questions, please call me at 765-123-4567. For your reference, I have included my résumé. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Hector Ramón Gómez

Enclosure: Résumé for Hector Ramón Gómez

## Entry-Level or Incarceration Cover Letter (Modified Block Format)

June 9, 2009

Jeremy J. Swift  
88 Green St.  
Lafayette, IN 47905

Reggie Lee  
Hoosier Distribution  
Lafayette Warehouse  
500 Farabee Ct.  
Lafayette, IN 47905

Dear Mr. Lee:

I read in the June 7, 2009 *Journal and Courier* employment section that Hoosier Distribution is hiring a warehouse worker and truck driver, and I would like to speak with you about this job. My strong work ethic and solid teamwork skills make me a good match for Hoosier Distribution. Also, my warehouse experience and excellent driving record at Small Car Parts International make me a good candidate for this job.

As a warehouse worker and deliver driver for Small Car Parts International in Lafayette, I lifted and carried boxes well over 100 pounds, tracked inventory, and I used maps and directions to deliver car parts. I also interacted with gas station and auto mechanic shop employees to conduct business. As a pizza delivery driver for Ernie's Premier Pizza, I drove routes in a heavily trafficked urban and suburban areas, interacted with delivery customers to conduct business, and worked with employees and customers from diverse ethnicities and cultures. I believe that my warehouse and driving experience will make me a strong member of your distribution team.

I am looking forward to meeting with you about the warehouse and truck driver position. I am sure that my strong work ethic and experience can help Hoosier Distribution maintain a high level of service. If you have any questions, please call me at 765-123-4567. For your reference, I have included my résumé. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Jeremy J. Swift

Enclosure: Résumé for Jeremy J. Swift

## Mid-Level Experience Cover Letter (Semi-block Format)

June 9, 2009

Rosa María Muñoz González  
1386 Green Acres Dr., Apt. 35  
Lafayette, IN 47905

Jane Millhouse  
Jane's Beauty Salon  
818 Beck Ln.  
Lafayette, IN 47909

Dear Ms. Millhouse:

I saw your flier at *Lafayette Beauty Academy* for the cosmetologist position, and I would like to speak with you about this job. My strong work ethic and solid teamwork skills will make me a valuable member of your staff. In addition, my experience at the JCPenny Salon will allow me to start work with you immediately without much training. I am an Indiana state licensed cosmetologist (# 345689990), and I really enjoy working with people in a salon environment.

As a salon assistant and receptionist at the JCPenny Salon at Tippecanoe Mall, I gained experience working in a salon by assisting cosmetologists in washing hair, cleaning, tracking inventory. When working as a receptionist, I performed point of sales transactions and helped customers schedule appointments. During my training at *Lafayette Beauty Academy*, I acquired the skills necessary to work as a licensed cosmetologist, maintained an excellent attendance record, and scored high on all tests. I believe that these experiences will enable me to begin work in your salon without much training.

As a licensed cosmetologist, I can clean, sterilize, and disinfect areas and equipment, and I can order, receive, inspect, and store equipment, merchandise, and supplies. In addition, I can perform manicures and makeup applications and give scalp treatments and shampoos, as well as cut, shape, style, tint, rinse and dye client's hair according to existing cosmetology practices. Lastly, I can give permanents and work on a variety of synthetic and human wigs.

I am looking forward to meeting with you about your cosmetologist position. I am sure that my strong work ethic and experience can help your salon maintain a high level of service. If you have any questions, please call me at 765-123-4567. For your reference, I have included my résumé. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Rosa María Muñoz González

Enclosure: Résumé for Rosa María Muñoz González

## Mid-Level Experience Cover Letter for Transitioning Autoworkers (Block Format)

July 20, 2009

Michael S. Lee  
2084 W. Jefferson St.  
Kokomo, IN 46901  
765-891-1112  
mslee123@gmail.com

USPS Human Resources  
PO Box 7581  
Lafayette, IN 47905

Dear Human Resources:

I read on your Website on July 19, 2009 that the US Postal Service (USPS) needs Machine Distribution Clerks for the Kokomo, IN, location. I would like to meet with someone in human resources about this position. My strong work ethic developed during my time with AM General Hummer Assembly Plant make me a good match for job requirements of the Machine Distribution Clerk position. Moreover, my classes in Human Services at Ivy Tech Community College have raised my awareness of public service, and I would like to “give back” to the community by working as a postal employee.

From 2000 to 2008, I worked for AM General as an automotive painter, and this job taught me a lot about dedication and teamwork, the types of skills the USPS is looking for in its employees. During my time at AM General, I followed detailed engineering drawings to apply paint to parts and complete vehicles. I also prepared bare metal materials and applied single- and two-part top finishes using complex technologies. I believe that this experience with coworkers in stressful situations using high-tech machinery will make me a great employee for the USPS as a Machine Distribution Clerk.

After the 2008 reduction in labor force at the AM General plant, I moved to Kokomo to be closer to the Lafayette campus of Ivy Tech so I could take courses in Human Services. I also moved to Kokomo to take care of my aging mother. My classes at Ivy Tech raised my awareness of the needs of our communities, and I am interested in “giving back” by becoming a federal employee in the USPS. Over two semesters at Ivy Tech, I have maintained a 3.50 GPA while taking care of my family, and I would like to remain in Kokomo to continue this responsibility. Working as a Machine Distribution Clerk at the Kokomo facility would allow me to care for my mother while contributing to my community.

I am looking forward to meeting with you to interview for the Machine Distribution Clerk position. I am sure that my strong work ethic and dedication to community service can help the USPS facility in Kokomo maintain a high level of postal service. If you have any questions, please call me at 765-891-1112. You may also email me at mslee123@gmail.com. For your reference, I have included my résumé and the required PS Forms 2181-A and 5999. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Michael S. Lee

3 Enclosures: Résumé and PS Forms 2181-A and 5999 for Michael S. Lee



## More Experience Cover Letter (Block Format)

June 9, 2009

Karl M. Jones  
900 N. 7<sup>th</sup> St. Apt. 6  
Lafayette, IN 47904  
765-123-4567  
kmjones123@gmail.com

Alex Carson  
Manager, A & D Industries  
1437 State Route 26  
Lafayette, IN 47904

Dear Alex Carson:

I read in the June 7, 2009 *Journal and Courier* employment section that A & D Industries is hiring a welder apprentice (#46), and I would like to speak with you about this position. My strong work ethic and solid teamwork skills make me a good match for A & D Industries. Also, my welding experience at Russell's Collision Service as an auto body technician, welder/fabricator and my courses in welding make me a good candidate for your apprentice position.

For the past two years, I have been working as an auto body technician and welder/fabricator at Russell's Collision Service in Lafayette. My strong work ethic and solid teamwork skills helped me increase my part-time hours at Russell's from five to ten hours per week. I also received the employee of the month award for May 2006 and April 2008 at my full-time position as a clerk at Village Pantry in Lafayette. I believe that my responsible approach to work makes me a good match for A & D Industries.

In addition, during my two years at Russell's I have developed my welding skills to include welding steel, aluminum, and stainless steel, working with hand and power tools, diagnosing auto body problems and determining appropriate action to fix various types of damage. I have knowledge of mathematics, and I can read technical manuals, schematic diagrams, and work orders to carry out auto body damage repair. During coursework in High School and at Ivy Tech, I have studied welding theory and principles, as well as welding codes. Lastly, I am familiar with workplace safety practices. I believe my work experience and my coursework make me a strong candidate to fill the welder apprentice position at A & D Industries.

I am looking forward to meeting with you to interview for the welder apprentice position. I am sure that my strong work ethic, customer service skills, and welding experience can help A & D Industries. If you have any questions, please call me at 765-123-4567. You may also email me at kmjones@gmail.com. For your reference, I have included my résumé. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Karl M. Jones

Enclosure: Résumé for Karl M. Jones

## More Experience Cover Letter for Military Veterans (Block Format)

July 20, 2009

Elizabeth A. Roberts  
3428 S. 18<sup>th</sup> St.  
Lafayette, IN 47909  
765-456-7891

Human Resources  
PO Box 5689  
Lafayette, IN 47904

Dear Human Resources:

I read on your Website on July 19, 2009 that Subaru of Indiana Automotive, Inc., (SIA) is seeking a Logistics and Supply Manger (#476) for your Lafayette plant, and I would like to meet with someone in human resources about this position. My strong work ethic and solid teamwork skills developed during my eight years in the US Army make me a good match for SIA. My distribution coordination with Six Sigma strategies, as well as my training and leadership abilities, will help SIA achieve its “just in time” production goals.

For the past four years, I have been working as a logistics coordinator for the US Army. In this position, I coordinated a complex logistics network and distributed a wide range of supplies to multiple countries. I also trained and worked with a ten-person staff in cutting edge logistics tracking technology to meet contract and government needs. During my time as a coordinator, my team achieved a 96.4% delivery rate with zero loss, saving \$2.3 million over a one year period.

For the first four years of my service in the US Army, I worked as a logistics support specialist and supported a logistics network while distributing \$11 million in petroleum products per month. As a logistic support specialist, I monitored quality control systems to ensure a 94.3% average delivery rate, saving and average of \$350,000. I received an honorable discharge in 2009 and have been enrolled at Ivy Tech Community College since then, taking courses in Business Administration, Logistics Management.

I am looking forward to meeting with you to interview for the Logistics and Supply Manger position. I am sure that my strong work ethic, logistics experience, and training in Six Sigma can help SIA maintain a high level of supply and distribution quality. If you have any questions, please call me at 765-456-7891. For your reference, I have included my résumé. Thank you for taking the time to review my documents.

Sincerely,

/signed/

Elizabeth A. Roberts (US Army, Ret.)

Enclosure: Résumé for Elizabeth A. Roberts

## Follow-up Letter (Block Format)

June 19, 2009

Karl M. Jones  
900 N. 7<sup>th</sup> St. Apt. 6  
Lafayette, IN 47904  
765-123-4567  
kmjones123@gmail.com

Alex Carson  
Manager, A & D Industries  
1437 State Route 26  
Lafayette, IN 47904

Dear Alex Carson:

Two weeks ago, I submitted a résumé and cover letter in response to your job ad for the welder apprentice position (#46). I am following up to make sure you received these documents. I am still very interested in interviewing for the job if you have not yet hired someone.

I am looking forward to meeting with you to discuss the welder apprentice position and how I can help A & D Industries. I feel that my years of welding experience will allow me to be a valuable member of your team. If you have not received my résumé and cover letter, I would be happy to resubmit them or drop them off in person.

If you have any questions, please call me at 765-123-4567. You may also email me at kmjones@gmail.com.

Sincerely,

/signed/

Karl M. Jones

## Thank You Letter (Block Format)

June 19, 2009

Karl M. Jones  
900 N. 7<sup>th</sup> St. Apt. 6  
Lafayette, IN 47904  
765-123-4567  
kmjones123@gmail.com

Alex Carson  
Manager, A & D Industries  
1437 State Route 26  
Lafayette, IN 47904

Dear Alex Carson:

Thank you for taking the time to interview me for the welder apprentice position (#46) at A & D Industries. I enjoyed speaking with you and am still very interested in working for A & D.

I realize that the welder apprentice position can be challenging because of the long hours and hectic work environment. However, I am sure that my years of welding and experience working in fast-paced jobs will allow me to excel at A & D Industries.

It was a pleasure meeting with you and learning more about the welder apprentice position at A & D Industries. I look forward to hearing from you about the position. If you have any questions, please call me at 765-123-4567. You may also email me at kmjones@gmail.com.

Sincerely,

/signed/

Karl M. Jones

## Thank You Letter (Modified Block Format)

June 19, 2009

Karl M. Jones  
900 N. 7<sup>th</sup> St. Apt. 6  
Lafayette, IN 47904  
765-123-4567  
kmjones123@gmail.com

Alex Carson  
Manager, A & D Industries  
1437 State Route 26  
Lafayette, IN 47904

Dear Alex Carson:

Thank you for taking the time to interview me for the welder apprentice position (#46) at A & D Industries. I enjoyed speaking with you and am still very interested in working for A & D.

I realize that the welder apprentice position can be challenging because of the long hours and hectic work environment. However, I am sure that my years of welding and experience working in fast-paced jobs will allow me to excel at A & D Industries.

It was a pleasure meeting with you and learning more about the welder apprentice position at A & D Industries. I look forward to hearing from you about the position. If you have any questions, please call me at 765-123-4567. You may also email me at kmjones@gmail.com.

Sincerely,

/signed/

Karl M. Jones

## Thank You Letter (Semi-Block Format)

June 19, 2009

Karl M. Jones  
900 N. 7<sup>th</sup> St. Apt. 6  
Lafayette, IN 47904  
765-123-4567  
kmjones123@gmail.com

Alex Carson  
Manager, A & D Industries  
1437 State Route 26  
Lafayette, IN 47904

Dear Alex Carson:

Thank you for taking the time to interview me for the welder apprentice position (#46) at A & D Industries. I enjoyed speaking with you about the job and am still very interested in working for A & D Industries.

I realize that the welder apprentice position can be challenging because of the long hours and hectic work environment. However, I am sure that my years of welding and experience working in fast-paced jobs will allow me to excel at A & D Industries.

It was a pleasure meeting with you and learning more about the welder apprentice position at A & D Industries. I look forward to hearing from you about the position. If you have any questions, please call me at 765-123-4567. You may also email me at kmjones@gmail.com.

Sincerely,

/signed/

Karl M. Jones