



Augusta Technical College Career Services Sample - Cover Letter

A **cover letter** is also known as a letter of interest or a letter of application. Keep your letter brief and to the point. Managers are busy and do not have time to read a lot of fluff.

Use this letter as a guide but do not copy it word for word! Make it your own.

Don't forget to include your complete return address.

Be sure to use complete name, title and mailing address of the person you are writing. Always personalize each cover letter.

1st paragraph: Why are you writing? What do you want?

2nd paragraph: What skills can you bring to this specific job? What sets you apart from other applicants?

3rd paragraph: Give a telephone number where you can be reached. End on a positive note!

Don't forget to sign your name in blue or black ink!

Questions?
Contact Career Services
Career Center-1300 Building
706-771-4146

Claire Can Worke
113 Success Avenue
Augusta, Georgia 30906
(706) 555-1234
cworke@hotmail.com

February 1, 2010

Ms. Penny Jones, Office Manager
Pediatric Associates
1234 Employer Lane
Augusta, Georgia 30906

Dear Ms. Jones:

I am responding to your advertisement for a Medical Assistant advertised on the Augusta Technical College Career Services website. I am writing to express my genuine interest in this position.

Attached you will find my résumé which demonstrates my work history and educational background. As an upcoming graduate of Augusta Technical College, I am very excited about starting my professional career. As a Medical Assisting student, my clinical experiences included rotations with over six doctors' offices, including pediatrics. I received excellent evaluation in all rotations, and I especially enjoyed working with the children and parents in the pediatric rotation. I am very comfortable with both front office and back office duties.

If you have any questions regarding my qualifications for this position, please do not hesitate to call me at (706) 555-1234. I look forward to meeting with you soon.

Sincerely,

Claire Can Worke

Claire Can Worke

Enc. Resume