

Employ Me: Submitting a Professional Application

Part I: Editing a Cover Letter

Directions: Edit the following cover letter. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks and rewrite sentences to improve the structure as needed.

June 15 2012

mister john smith
The XYZ Company
12345 main street suite 555
Your Town, texas 77777

Mister

Please consider my application for the customer relations representative position advertised on your Web site on June 9. I am excited about this opportunity and believe that I have the training, experience to fill the position because i will graduate from Parker high school next week June 16. In high school i majored in business education courses in marketing, communications, and accounting and maintained a 3.0 gpa and worked part-time as a receptionist at a real estate firm, which helped me develop strong interpersonal communication skills. in my senior year i participated in our schools co-op program. Through this co-op program i acquired on-the-job experience as an assistant sales correspondent for the value insurance company. My dutys included: following on customer requests for 6 sales representatives. In this position i discovered an aptitude for relating to customers and served their needs. I am enclosing a complted app and resume that will give you an over view of my education, and experience. i would appreciate the opportunity to talk with you about this positon and I can be reached by e-mail and telephone and my contact information is above. Thank you for youre time please I hope to hear form you soon.

Love,

kelly