

These real job descriptions were used to create the sample resumes and cover letters for Marie and Jordan. Notice how both documents are targeted/tailored to those descriptions.

MARIE GOUCHER	JORDAN GOPHER
<p>Amazing Island Yacht Club Employment Opportunities</p> <p>At Amazing Island Yacht Club, we are dedicated to maintaining the highest standards of hospitality and service. The Club is driven by people who desire to provide supervisor, distinctive, professional and attentive service to our members and guests.</p> <p>The Club provides its employees with competitive wages housing, staff meals, island bus passes and a quality working environment.</p> <p>Experience working as part of a fantastic team at one of the most exclusive yacht clubs in the world – on one of America’s most beautiful islands.</p> <p>If you are interested in employment opportunities at Amazing Island Yacht Club, please fill out the Employment Application and email a cover letter to hr@TheClub.com</p>	<p>Community News Journalist</p> <p>Baltimore Sun Media is looking for driven, versatile journalists with a passion for reporting community-driven news and tell stories that won’t be found elsewhere. These roles could be covering an important county council meeting or breaking news story one day and writing a feature on a local community group the next.</p> <p>Skills and responsibilities:</p> <ul style="list-style-type: none"> *Ability to juggle multiple assignments, creating compelling content to meet deadlines for web and print, engaging readers, and having a willingness to work with other reporters to ensure complete coverage for our target audiences. *Possess excellent reporting and writing skills to accurately, quickly and under deadline pressure, produce content for our websites and publications while also possessing the skill to write longer, more complex stories with context and perspective. *Be deft at social media reporting via Facebook & Twitter. *Skilled at shooting, editing photography and video from the scene of news. *Able to develop sources and resources related to the beats, generate the majority of story ideas and meet deadlines with content that contains accurate grammar and style, placing the utmost emphasis on balanced reporting while maintaining high ethical standards. <p>Qualifications:</p> <ul style="list-style-type: none"> *Candidates should have a Bachelor’s degree, Journalism preferred, and at least 1-2 years of professional reporting experience *Ability to handle daily, short-term and long-term assignments simultaneously. *Competency working digitally and with different systems. *Excellent communication skills, shows initiative and exercises good news judgment. *Email Simon Sun (simonsun@altsun.com) a cover letter and resume (as PDFs)

Marie Goucher
1021 Dulaney Valley Road
Baltimore, MD 21204
myemail@goucher.edu
443-555-5555

Today's Date

Human Resources
Amazing Island Yacht Club
Xxxxxx Street
Amazing Island, MD 23456

Dear Human Resources Manager:

Thank you for the opportunity to apply for a position at the Amazing Island Yacht Club. Growing up near the Chesapeake Bay, I spent a lot of my free time on boats and at the beach. I learned of your esteemed reputation through my aunt and Club member, Sally McNally. After reviewing your standards, distinctive, professional, and attentive service to your members and guests, I feel confident that I would make a great addition to the staff. I am excited to join the team at one of the most exclusive yacht clubs.

I have perfected managing a multitude of responsibilities, as I am very organized and adaptable. As a full time student, I hold myself to high academic standards, while involved in extracurricular activities.

My experience in the food industry has taught me how to work with a wide range of personalities and an immense amount of patience. Being the liaison between students, parents and the administration at a private pre-school allowed me to use diplomatic skills to communicate between multiple parties in a timely fashion and professional manner.

Furthermore, I have been a captain of my high school soccer team. That role requires punctuality and a dedication to putting forth 100% at all times. I guarantee I will bring the same promptness and passion to work as I do to the field.

After reviewing my resume, you will agree that I am the type of qualified and industrious person you would like on your team. The combination of my skills and experiences, as well as my knowledge of the area, make me an asset to the Amazing Island Yacht Club. I look forward to speaking to management soon to discuss the position and my application further. Thank you in advance for your consideration.

Sincerely,



Marie Goucher

Attachment: resume

Header

This is a traditional business letter format. Font of the letter should match the resume.

Address & Salutation

The job description only shares an email, not a specific person. The email address is typical for a Human Resources Department. Find the address online. Call to ask the hiring manager's name.

Opening Paragraph

Engages the reader by sharing a connection to water in general and the Yacht Club in particular. Note that this paragraph uses keywords from the job description.

Body Paragraph(s)

The job description does not offer much, so the student had to consider skills that are important in the job and necessary to provide high standards of hospitality. It does not state tasks done at the particularly experience, but the skills demonstrated there.

Closing Paragraph

Invite the reader to review your resume and thank them for their time.

Signature

Hand written signature saved as an image and added to the letter.

Jordan Gopher

(443) 123-4567 | jgopher@goucher.edu | Baltimore, MD 21204

Today's date

Simon Sun
Managing Editor
Baltimore Sun Media
123 ABC Street
Baltimore, MD 212xx

Dear Simon Sun,

Reading the Baltimore Sun in the mornings has been a quintessential part of my experience growing up in the city. I'm particularly drawn to the concise writing style of City Hall reporter Julie Scharper. Having spoken with Education reporter Liz Bowie last week, I've learned more about the Sun's philosophy on reporting, which has further solidified my desire to work for such an esteemed paper. I was elated to see an opening for a Community News Reporter. In addition to my love for all things Baltimore, my strong writing and editing background would make me an asset to my hometown paper. I embrace the opportunity to use my journalism skills to report on community-driven news, and thus get to know my community on a deeper level.

My writing and editing experience has been honed in a variety of settings. As an editor for Goucher's Preface Literary magazine and an editorial intern for Bancroft Press, I've created finished products by editing manuscripts and submissions for content, grammar, style, and accuracy. Through both of these positions, I learned the necessity of accuracy and attention to detail, while still meeting tight deadlines. The relationships I developed with my team members allowed us to collaborate and provide comprehensive reviews of our work.

Though I enjoyed editing, my passion lies in storytelling. At Inter-Act Magazine in London, I had the privilege of applying my courses in journalism to writing articles for the publication. Through talking with local artists, I learned about the integration of faith and art. Listening to their stories was deeply impactful; I sought to create a narrative that would elicit a similar experience for readers. At Smartish Pace, I conducted interviews of local authors and wrote book reviews, connecting the author to their work for our readers. These experiences gave me exposure to incredible content that I otherwise would have missed.

The community news journalist position is of utmost interest to me because of the versatility in content and the opportunity to tell the stories that won't be found elsewhere. Whether it's fact-checking hard-hitting pieces or writing a feature on the local community, I am confident that my organizational and writing skills will make me an asset to the Sun team. Thank you for your consideration. I look forward to speaking with you further about this position!

Sincerely,

Jordan Gopher

Header

You can use the same header as your resume, so that it's clear the documents go together, as shown here.

Address & Salutation

Address the letter to the person managing the hiring process or making the hiring decision. Instructions in the post stated to send materials to Simon Sun. Jordan used the company website and LinkedIn to verify the hiring manager's name and also obtain his title.

Opening Paragraph

Jordan starts this paragraph with a hook about why he wants to work for the Sun. He makes a personal connection to his experience as a city native. He also uses the opportunity to show he knows about the organization – by mentioning his recent conversation with a Sun employee and another reporter whose work he admires. It's clear which position he is applying to.

Body Paragraph(s)

Jordan highlights his strongest experiences without repeating his resume. He mirrors the language of the position description to show that he meets the qualifications of the role.

Jordan then speaks to his personal interest in storytelling – something that cannot be captured in a resume. He shares why it is impactful for him, while highlighting a few experiences that relate to the position he is seeking. He allows his personality into the letter, while still discussing his skills.

Closing Paragraph

Jordan ends the letter by reiterating his interest in the role and briefly summarizing his experiences (in an interesting way). He then expresses appreciation for Simon's time.

Signature

Jordan ends the letter with a closing, followed by a type-written signature. If he had an electronic signature, he could also insert that above the typed text.