

Student Cover Letters - A Way to Introduce Candidature

<http://ezinearticles.com/?Student-Cover-Letters---A-Way-to-Introduce-Candidature&id=4114193>

Not only the professionals but the students also need to have a well written cover letter which can help them in selling their candidature. A good letter written in a professional manner doubles your chances of getting the desired courses and successfully qualifying the internship calls. For the students these are not the cover letters only but are the application letters which are especially written to show your keen interest in a particular course or an internship program.

With the help of a well written covering letter you can sell yourself to your prospective employer. Most of us confuse between the resumes and these letters but the cover letters are quite different from the resumes. It is a paper with informative content that arouses the interest of your recruiter to hire or select you. A good covering letter may give you an opportunity to get an interview call or be at the doorstep of your dream college.

It is presumed that a student will write a good letter with attractive vocabulary and impressive sentences. Their fresh knowledge and ability to describe will result in to a perfect application letter. But it is hardly applicable as the students are unaware about the style of writing an eye-catching letter. Undoubtedly this will help you in getting a competitive edge over the rests.

The purpose behind a student covering letter is to get focused and selected for the student jobs, internship programs, and college or university admissions along with the job fair purposes. If you are facing a hard time to write student covering letter, you can take the help of internet. There are number of websites on internet which provide valuable suggestions and set of instructions using which you can write a faultless letter by your own.

You will find some helping hands over the internet which provides templates which you can download and customize as per your needs. It is an easy and effective way to write cover letter. A cover letter is a way to shine your candidate or student profile. As a student you can highlight your academics, trainings, awards, accolades and other significant accomplishments in an impressive way.

Some of us have the delusion that the resume is itself sufficient and we do not require writing a letter for student until we are asked so. However if you want to stay ahead from the rests and create a favorable impression on the interviewer, you really need it.

Sample Cover Letter For High School Students

<http://ezinearticles.com/?Sample-Cover-Letter-For-High-School-Students&id=3287549>

Many teenagers who pass high school look for part time or full time jobs for earning pocket money. A job can be an experience building stepping stone if you already know what type of career you would like to make in future. Nowadays there is huge number of jobs available for high school student. You just need to prepare an effective cover letter if you want to secure a decent job.

In this article I would like to provide a sample of a high school cover letter which would help high school students, particularly juniors and seniors who want to enter the workforce.

Your Name
Your Address
Your City, State, Zip Code
Your Phone #
Your Email

Date

Employer Name
Company
Address
City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am responding to the employment opportunity listed on your website. Please accept this letter and accompanying resume as evidence of my interest in applying for this job. I feel my qualifications and my skills would prove to be an asset for your organization.

I have recently passed high school from a well known school. Now, I am looking for an honored job that will add experience to my building career. Here are some of my key strengths that I would bring to the position. I am:

1. A self-starter.
2. Disciplined.
3. An excellent communicator.
4. Very willing and eager to learn new things.
5. Exceptional at customer service.
5. Great team worker.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post.

I was responsible for handling and organizing various important activities in my school. I have even participated in numerous cultural activities. I have working knowledge of MS Word, PowerPoint, MS Excel and Internet.

I would appreciate your consideration of my credentials. If you do think there is a shared interest, I would greet the chance to meet with you to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,

Your Signature

Your Typed Name

Student Cover Letter

<http://www.resumecoverlettersamples.net/type/student-cover-letter/>

Here is a sample Cover Letter for Student Job.

Your Name
Your Address
Your City, State, Zip Code
Date

Employer Name
Company
Address
City, State, Zip

Dear Mr. /Mrs. Last Name,

I am seeking for a goal oriented position as a student in a well established organization. I saw your advertisement in the Herald and would like to submit my resume for the required student position. I possess highly professional skills like communication, interpersonal and technical skills and qualifications that would surely benefit the progress of your company as well as my requirements as a student will also be fulfilled. Therefore I would highly be obliged to you if you consider me for this significant student position.

As per my educational qualification I have the engineering degree with me and my requirement is internship which will open the doors of various companies including yours.
So please consider my resume for internship as a student. I will be very grateful if you will organize an interview so that we can meet face to face. Please do inform me about the interview.
Thanks for taking the time to consider my application.
Sincerely,

Signature,

Typed name