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/.
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Follow Up and Thank You Letters
Entry-Level Job Ads

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

Description

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:

- 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:

- 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.

Purdue has good benefits

Stuff I would have to do everyday

Not sure what these are - ask

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**
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.


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

Job Type: Business Development

Base Pay: $13.00 - $56.00 /Hour

Other Pay: Medical and Dental Benefits, Paid Vacation

Location: Kokomo, IN

Employee Type: Full-Time/Part-Time Employee

Industry: Government - Civil Service Manufacturing Computer Software

WOW! I could still take care of Mom if I stayed in Kokomo... Sounds simpler than what I was doing at AM General...
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

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

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, A & D Industries, 1437 State Route 26, Lafayette, IN 47904, 765-123-4567.

I can do most of these...

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

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.

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
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
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

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
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
  o Apply paint to parts and complete vehicles
  o Rivet, weld, and assemble parts and components prior to and after painting
  o Repair and apply fiberglass and other composite materials
  o Prepare bare metal materials (alodine, etching, zinc, chromate, etc.)
  o Apply single- and two-part top finishes
  o Apply CARC (Chemical Agent Resistant Coating) paint
  o 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

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. 7th 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. 18th 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 and 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
June 9, 2009

Karl M. Jones  
900 N. 7th 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
July 20, 2009

Elizabeth A. Roberts
3428 S. 18th 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 Manager (#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 Manager 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
June 19, 2009

Karl M. Jones  
900 N. 7th 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
June 19, 2009

Karl M. Jones
900 N. 7th 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

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