Create a Letter

Do you want to communicate with another person by writing a letter? A written letter could be helpful for either business or personal use. You could write a letter to a friend or family member to give them news of what has happened in your life. Or, you could use a letter for a business purpose. For example, you may want to apply for a new job when you want a career change or hear about vacancy announcements. Most people will typically send a "cover letter" along with their résumé. A cover letter provides the potential employer with an introduction about your skills and experience and your desired interest for the position applied for.

Look at the following example:

Grace Palmer
6032 Madison St, West Union,
NJ 07093
Phone: 201-555-0121
Email:xyz123@gmail.com

Subject – Application for a teaching position.

May 18, 2012

Beth Johnson
Principal
Westend Elementary School
112 W End Ave, Long Branch,
NJ 07740

Dear Ms. Johnson,

I am interested in applying for the post of music teacher in your school. I completed my Bachelors in Music from the Manhattan School of Music. I also have a Bachelor's degree in Education from Columbia University. I have 3 years teaching experience in grades four and five level.

On weekends, I also volunteer to teach at the YWCA. This position enables me to provide children and women from troubled homes an avenue to express themselves through music. Their musical abilities inspire them to recognize their self-worth. It also helps me to be creative, nurturing and most of all, patient.

I hope to bring my experience, skills, knowledge, and passion for music teaching to Westend Elementary School. I would appreciate the opportunity to discuss the available teaching position and hope to hear from you soon.

Sincerely,

Grace Palmer

Teacher Job Application Cover Letter Example

Letter

As in the example above, a cover letter for a job application created on the computer typically has:

- Personal information like name, address, contact number
- The name and address of the person receiving the cover letter
- Information about educational qualifications
- Information about interest in the position applied for
- Space for signature at the end of the application

Before you begin using the computer to create your cover letter, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Note: You might want to refer to the activity cards– How to Create a Résumé and How to Create a Logo and Letterhead.

Steps on How to Create a Cover Letter

A. Type Your Personal Information

1. **Start the word processing software, and open a new, blank document**.

    For help, see Word Processing Skill 1.1: To start word processing software

2. **Type your name and last name**. **Press Enter key on the keyboard to move your cursor to the next line**. **Type your address, phone number and email (if available) in separate lines**.

    For help, see Word Processing Skill 2.1: To type words or to enter text

3. **Save your work**. Make sure you save your work after every couple of steps you complete.

    For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Type Subject Line and Date

1. **Press Enter on the keyboard twice to leave some space between your personal information and the subject line**.

2. **Type "Subject -". Then type a few words about what the application is for**.

3. **Press Enter on the keyboard to move your cursor to the next line. Then, set and use a right-aligned tab to move the cursor to the right side of the page. Insert today's date, and pick whichever date format you like**.

    For help, see:
    Word Processing Skill 10.1: To put today's date into a document
    Word Processing Skill 4.5: To change or remove a tab

4. **Save your work**.

C. Type Name and Address of the Recipient

1. **Press Enter on your keyboard to move the cursor to the next line. Press Backspace on the keyboard to move the cursor to the left side of the page.**

2. **Type the first name and last name of the person to whom you are sending the cover letter. Press Enter key on the keyboard to move your cursor to the next line. Type the person's title or designation, address, phone number and email (if available) in separate lines.**

   For help, see Word Processing Skill 2.1: To type words or to enter text

3. **Save your work.**

D. Type Information About Interest in the Post Applied For

1. **Type "Dear" followed by the last name of the person to whom you are addressing the cover letter to.** (For e.g., Dear Mr. Bradford, or Dear Mrs. Greener.)

2. **Press Enter on your keyboard to move the cursor to the next line.**

3. **Include the following points when you type information about your interest in the post applied for, such as:**

   - Interest in the position
   - Highest educational qualification
   - Work experience
   - Additional skills
   - Request for an interview/meeting
   - Your full name and space for your signature at the end of the application

4. **Save your work.**

E. Cover Letter Challenge (Optional)

1. **Change the look of your words.**

   For help, see:
   Word Processing Skill 3.1: To pick the letter design or font for your words
   Word Processing Skill 3.2: To make words bigger or smaller
   Word Processing Skill 3.3: To change the style of words

2. **Change the color of your words.**

   For help, see Word Processing Skill 3.4: To change the color of words

3. **Save your work.**

Grace Palmer
6032 Madison St, West Union,
NJ 07093
Phone: 201-555-0121
Email:xyz123@gmail.com

Subject – *Application for a teaching position.*

May 18, 2012

Beth Johnson
Principal
Westend Elementary School
112 W End Ave, Long Branch,
NJ 07740

Dear Ms. Johnson,

I am interested in applying for the post of music teacher in your school. I completed my Bachelors in Music from the Manhattan School of Music. I also have a Bachelor's degree in Education from Columbia University. I have 3 years teaching experience in grades four and five level.

On weekends, I also volunteer to teach at the YWCA. This position enables me to provide children and women from troubled homes an avenue to express themselves through music. Their musical abilities inspire them to recognize their self-worth. It also helps me to be creative, nurturing and most of all, patient.

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Sincerely,

Grace Palmer

Teacher Job Application Cover Letter Challenge Example

Review Your Work

Look over your cover letter. Make sure it has the following elements:

- Personal information like name, address, contact number

- The name and address of the person receiving the cover letter

- A 'subject' line about the cover letter

- Information about your educational qualifications

- Information about your interest in the position applied for

If any elements are missing, add them to the cover letter now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Cover Letter

1. **Preview your cover letter before you print it. Set up the document so it prints sideways, or landscape.**

   For help, see:
   Word Processing Skill 1.2: To use the Menu (Ribbon) bar
   Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar
   Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape
   Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your cover letter, click File. Then, click Print.** A Print window pops up.

   Note: For Microsoft*Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

   Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

   Note: If your cover letter covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

   Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list.

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**