

This sample can easily be a resume or a cover letter or used for both. If using as a resume, just remove the bottom paragraph and signature and replace with your references-also, at the top replace the date and the next two lines with your objective (which is normally "to obtain a part-time position in.....")

Phone Number **Farrah Young** E-mail Address

June 12, 20XX

Attention: James Braxton, Hiring Manager, The Seafood House

Could you use a new entry-level staff member with the following qualifications?

**CERTIFICATES**

- \* Food Safe Level One, 20XX
- \* Service Skills Plus, 20XX

**SKILLS & CHARACTER**

- \* Customer-Focused - earned the highest mark in the class on the service skills exam; oversaw the sales and marketing functions for a hypothetical company during a three-month group project in school.
- \* Team Player - member of volleyball team in high school for two years; member of the school track & field team for one year; worked as part of a six-person team in the school cafeteria for one semester
- \* Punctual/Reliable – earned Outstanding Attendance Award in grade 11; delivered newspapers on time three days/week for two years.
- \* Quick Learner – achieved Honors Standing in both grade 11 semesters; self-taught Windows-based computer programs, including Word, Excel, Publisher, WordPerfect and PhotoShop

**AVAILABILITY**

- \* Monday/Thursday
- \* Tuesday
- \* Wednesday/Friday
- \* Weekends/Holidays
- \* 4:00 to Close
- \* Noon to Close
- \* Open to Close
- \* Open to Close

**EXPERIENCE**

- \* Juniper Secondary School Cafeteria, Fall Semester 20XX  
Worked in all areas of the school cafeteria during morning and lunch hours, including food preparation, counter service, cash handling, dishwashing, and general clean-up and organization; prepared lunch meals, including hamburgers, macaroni & cheese, lasagna and salads, as well as pastries
- \* West End Community Post, 20XX-20XX  
Delivered early morning newspapers Sundays, Wednesdays and Fridays each week, consistently meeting 7am deadline; received constant praise and recognition for maturity and responsibility.

Mr. Braxton, I welcome the opportunity to meet with you and discuss how your company can benefit from my work. I will contact you early next week. In the meantime, I can be reached at (555) 555-5555. Thank you in advance for your time and consideration!

Respectfully,

Farrah Young