

# Augusta Technical College Career Services Sample - Cover Letter

**Tips:** A cover letter is also known as a letter of interest or a letter of application. Keep your letter brief and to the point. Managers are busy people and do not have time to read a lot of fluff.

Don't forget to include your complete return address.

Be sure to use complete name, title and mailing address of the person you are writing. Always personalize each cover letter.

**1st paragraph:** Why are you writing?  
What do you want?

**2nd paragraph:** What skills can you bring to this specific job?

**3rd paragraph:** Give a telephone number where you can be reached.  
End on a positive note!

Don't forget to sign your name in blue or black ink!

**Questions? Contact Career Services**  
1300 Building  
706-771-4017  
706-771-4146  
[www.augustatech.edu/careers/students](http://www.augustatech.edu/careers/students)

Your Name  
Your Address  
Augusta, Georgia 30906

August 1, 2008

Ms. Penny Jones, Office Manager  
Pediatric Associates  
1234 Employer Lane  
Augusta, Georgia 30906

Dear Ms. Jones:

I am responding to your advertisement for a Medical Assistant advertised on the Augusta Technical College Career Services website. I am writing to express my genuine interest in this position.

Attached you will find my résumé which demonstrates my work history and educational background. As an upcoming graduate of Augusta Technical College, I am very excited about starting my professional career. As a Medical Assisting student, my clinical experiences included rotations with over six doctors' offices, including pediatrics. I received excellent evaluation in all rotations, and I especially enjoyed working with the children and parents in the pediatric rotation. I am very comfortable with both front office and back office duties.

If you have any questions regarding my qualifications for this position, please do not hesitate to call me at (706) 793-1234. I look forward to meeting with you soon.

Sincerely,

*Claire Can Worke*

Claire Can Worke

Enc. Resume