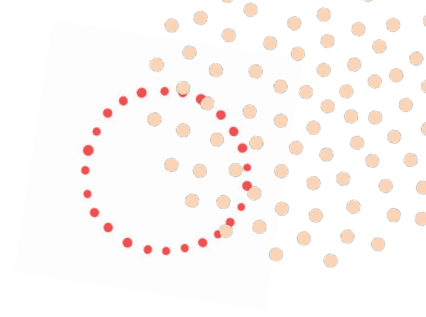


Worksheet Module 4



Using Nike as an example

Rewrite this cover letter using the advice given in the module.

Sample cover letter #1

To whom it may concern:

I read your ad for the assistant position in Nike and would like to apply. As my resume shows you, I have a lot of great experience that you can use. And, IMHO, this job is exactly what I want!!!

Please review my resume and call me soon to schedule an interview. I am so eager to meet you. Hope to CU soon!!!

Sincerely,
Debbie Jobhunter