

BASED ON THEIR COVER LETTERS, RANK THE FOLLOWING APPLICANTS FROM 1 TO 3 (1= MOST LIKELY TO HIRE):

- Job Applicant A

Re: Employment

Human Resources,

Within seeking employment, I chose to write your company in regards to becoming a part of your working environment. Heartfully, it would be the highest choice of my smile to discuss myself being hired for the above regarding or an opposite position that my work potential edifies.

Please find enclosed an entailment of my work quality and references in making your decision to see the choice I am. To hear from you at your heart's delight would be the intrigue of my day to discuss salary and additional beneficial requirements.

I could be reached at [REDACTED] to schedule an appointment to meet with you to complete our minds' anticipation.

Sincerely,

- Job Applicant B

Annabelle Jones
100 Robin Drive
St. John, NY 15585
515-555-1212
Annabelle.jones@gmail.com

September 16, 2010

Ms. Jolyn McKensie
Principal
Education Learning Academy
100 Smith Road
St. John, NY 15585

Dear Ms. McKensie:

I have a very strong interest in pursuing a teaching career. With experience working at both the elementary and high school levels, as well as in activities outside of the traditional classroom, I have a diverse background with much to offer.

My first classroom teaching experience was as a volunteer elementary school religion teacher at a local church where I worked for three years during high-school. In addition, I worked for several summers at a Sunny Beaches Arts Camp teaching theater, where I staged a play each season.

I have student teaching experience on the first and third grade level, in both suburban and urban school districts. I particularly enjoyed working with "at-risk" children and careful preparation of lessons allowed me to break down sometimes complicated concepts to simple examples that my young students could grasp.

Last year, while studying in Milan, I taught English to high school students. Managing the difference of abilities among my students proved a difficult, but satisfying, challenge. I tailored activities to maintain the interest of high-level students without intimidating less skilled English speakers.

My resume is enclosed. I will forward an official copy of my transcript along with references under separate cover. I will contact you next week to discuss employment opportunities. I look forward to speaking with you.

Thank you for your consideration.

Respectfully yours,

Annabelle Jones

- Job Applicant C

OCT, 20/11
COOK

IN RESPONSE TO YOUR RECENT ADVERTISEMENT, PLEASE ACCEPT THIS LETTER IN APPLICATION FOR THE COOKING POSITION CURRENTLY AVAILABLE WITHIN YOUR COMPANY.

I BELIVE THAT IF I WERE TO BE ACCEPTED AS AN EMPLOY WITH YOUR COMPANY THAT YOU WOULD NOT BE DISAPOINTED WITH MY WORK ETHICS OR PROGRESS. I DO MY BEST TOO ENSURE I KEEP WELL ATENDENTS AN A STEDDY ROUTINE GOOD COMUNACASHOIN BETWEEN ME A MY COWORKERS IS OF HIGH IMPORTENTS TO ME. WITH JUST OVER A YEAR OF COOKING EXPERYINCE I AM LOOKING TO INCREECE IT WITH YOUR COMPANY

I WOULD APRESHEATE THE OPRATUNATY TOO SPEEK WITH YOU ABOUT MY CREDENCHELS AT A MUTUALLY COMVENIENT TIME. THANK YOU FOR YOUR CONSIDERATION

I EARGLY AWATE YOUR PROMP RESPONSE IN HOPES: