

top. Otherwise, it has the same parts listed above: salutation, body, close, and typed signature. And it has two features that paper letters do not:

- **Your e-mail address:** Use a businesslike address that is a variation on your name, such as *john.doe*, *john.doe*, or *jdoe*. Do not use an address with an anonymous username.
- **The subject line:** Make it short and accurate, reflecting the message of your letter: for instance, *Subscription problem* or *Copy aide position*.

14c Writing a job application

In applying for a job or requesting a job interview, you will submit both a résumé and a cover letter, probably in electronic form. You may also create a social-media profile that prospective employers can consult when they are considering your application.

1 Cover letter

The sample on the preceding page illustrates the key features of a cover letter:

- **Interpret your résumé for the particular job.** Don't detail your entire résumé, reciting your job history. Instead, tailor your letter to the job description, highlighting how your qualifications and experience match the job you are applying for.
- **Announce at the outset what job you seek and how you heard about it.**
- **Include any special reason you have for applying,** such as a specific career goal.

- **Summarize your qualifications for this particular job,** including relevant facts about education and employment history and emphasizing notable accomplishments. Mention that additional information appears in an accompanying résumé.
- **Describe your availability.** At the end of the letter, mention that you are free for an interview at the convenience of the addressee, or specify when you will be available (for instance, when your current job or classes leave you free).

2 Résumé

Your résumé should provide information in table format that allows a potential employer to evaluate your qualifications. The résumé should include your name and address, the position you seek, your education and employment history, any special skills or awards, and how to obtain your references. Fit all the information

Punctuation

6

Spelling and Mechanics

7

Research Writing

Clarity and Style

4

Sentence Parts and Patterns