**How do I write my cover letter?**

Here’s the format for your cover letter. Remember, it should only be one page long, using a 12 font size.

1234 Xyz St. Apt. A

Santa Ana, CA Zip

Date of letter (be sure to write the complete date, no abbreviations)

Senior Exit Portfolio Committee

Century High School

1401 S. Grand Avenue

Santa Ana, CA 92705

Dear Senior Exit Portfolio Committee:

Paragraph 1: Tell about yourself, especially focusing on immediate goals and/or most recent accomplishments. Keep in mind that you want the committee to understand you and your capabilities. Be sure to include the following:

* Career goals
* Strengths and qualities or important achievements

Paragraph 2: Write about a specific work/project in your portfolio and what you would like the reader to focus on or recognize as accomplishments. Indicate how your portfolio connects to your career goals. You should include the following in your writing:

* A brief description of your best work sample
* What special skills the example highlights
* What you learned from doing this piece

Paragraph 3: Tell about what the portfolio means to you. Explain how it may help you reach your goals:

* How the portfolio relates to your career goals
* How your work has improved
* What you achieved by completing your portfolio

Paragraph 4: Acknowledge and thank the committee for taking the time to review your portfolio. You may also thank any additional people who may have contributed to your success.

Sincerely yours,

# Signature

**ON CAPITALIZATION: names of school subjects (math, algebra, geology, psychology) are not capitalized, with the exception of the names of languages (French, English). Names of courses are capitalized (Algebra 2, Math 001).** The names of academic disciplines, majors, minors, programs are not proper nouns and should not be capitalized.

**EXAMPLES: *I've always hated algebra.***

***I hate my Algebra class.***

***I like learning about human anatomy.***

***My Human Anatomy class is very interesting.***

***She majored in criminal justice and German.***

*THIS IS A REALLY POORLY DONE COVER LETTER--*

*can you find the mistakes?????*

760 S. Lyon St. Apt. #720

Santa Ana, CA 92705

March 12, 2015

**Senior Exit Portfolio Committee**

Century High School

1401 S. Grand Avenue

Santa Ana, CA 92705

**Dear Senior Exit Portfolio Committee:**

My name is Selena Gomez, and I’m a senior at Century High School . These past four years have been an exceptional learning opportunity in which I have learned the basic essentials to success . I've gained knowledge and skills that have molded and shaped me into the alumni i am today . My academic goals are always to keep improving and pushing forward everyday more and more in a career where I can improve my skills and show exemplary work . I want to work in the medical field either a Nurse or in the Psychology field to have branches I can then extend too for other job opportunities . i would also like to major in Business Some skills that I portray are: i’m fluently bilingual, I speak English and Spanish . I have exemplary presentation skills, as well as social . I’m great with communicating and working well in-group projects or with others .

My senior exit portfolio includes many projects that I have worked on during the years . One of the projects I am mostly proud of is my E-Business Academy project***s....***

 My senior exit portfolio represents me and my best accomplishment that I am dearly proud of. Its a reflection of all my work and everything I’ve learned . An example I can look over and back on to see the goals I set for myself . To remind myself that I can always go beyond, if I did it in high school I should be able to do an even better job now because I know my strengths and weaknesses .Where I can learn from my mistakes .

 Century High School, Class of 2015 . Thank You Senior Exit Committee for taking the time to evaluate my work and the interview . I would also like to thank these people because without them I wouldn't have learned what I know now . That practice does make perfect and makes a diffrance . I would also like to thank Mr.Gersten and Mr. Chris Lee for all the extra hours spent one on one with me practicing and rehersing for all my competitions . Last but not least everyone in administration ,all the Century Staff from counselors to friendly janitors who gave me advice and a simple smile that made my day. I couldn't have done this without any of them. Thank You!

***Sincerely,***

***Selena Gomez***

*THIS IS A BETTER START TO A COVER LETTER, though with many, many, many, MANY problems still, especially in the final paragraph--*

666 S. Lyon St. Apt. #420

Santa Ana, CA 92705

March 12, 2015

Senior Exit Portfolio Committee

Century High School

1401 S. Grand Avenue

Santa Ana, CA 92705

Dear Senior Exit Portfolio Committee:

I am Selena Gomez, a senior at Century High School. These past four years have been an exceptional...

My senior exit portfolio includes many projects that I have worked on during the years. One of the projects I am mostly proud of is my e-Business Academy project**...**

My senior exit portfolio represents me***...***

Thank ***y***ou Senior Exit Committee for taking the time to evaluate my work and the interview . I would also like to thank these people because without them I wouldn't have learned what I know now . That practice does make perfect and makes a diffrance . I would also like to thank Mr.Gersten and Mr. Chris Lee for all the extra hours spent one on one with me practicing and rehersing for all my competitions . Last but not least everyone in administration ,all the Century Staff from counselors to friendly janitors who gave me advice and a simple smile that made my day. I couldn't have done this without any of them. Thank You!

Sincerely,

*Selena Gomez*