

122 Blatherskite Lane
Richmond, VA 22211
10 June 2004

Ms. Roberta Goldenseal
Human Resources Coordinator
Good 4 Life Herbs
293 Lancelot Lane
Richmond, VA 22211

The Arrogant Jackass Cover Letter

Bad because

- its tone is totally arrogant.
- it tends to replace good, concrete details with cockiness.
- it risks offending the reader (see paragraphs 1 and 4 for examples!).

Dear Ms. Goldenseal:

Are you interested in hiring the best possible candidate for the position of Technical Writer for Good 4 Life Herbs? A person about whom teachers and employers have only the best to report? A person who can bring your company a level of skill and creativity that it might currently lack? I can say without a shadow of a doubt that if you hire me, I will bring to your company skills that will improve its status in the health and fitness world.

As the only student willing and dedicated enough to take on such a difficult task, while at Virginia Polytechnic and State University, I was responsible for creating a monthly newsletter that circulated among English majors and minors. This newsletter, which I wrote and produced myself, was perhaps the most significant accomplishment of my educational career—and it received an enthusiastic reception from both students and faculty. In fact, one of my teachers one day told me that my newsletter was perhaps “the most creative and inspiring enterprise” to arise in the department. I can take only so much credit, but I do have to admit that my work does indeed impress people on many levels, as many have told me.

I also can boast of a rather stellar employment history in the field of writing, although I am just now graduating from college. I have been working since high school at a local magazine, The New News, where my articles and columns have continuously received the highest commendations. Moreover, two summers ago, I was hired from a field of 56 candidates—some of them professional editors!—to edit a manuscript for one of the top Milton professors in the country. Later, this professor told me that he was at first hesitant to hire an undergraduate, but that my tenaciousness, confidence, work ethic, and flair with language convinced him he had made the best possible choice. The fact that his work went on to win a Milton’s the Man Award verifies his skills—and, if you don’t mind my saying so, my own.

I am more than certain you would find me the best, most reliable, most creative person for the position of Technical Writer. I can assure you that I will bring to bear on what might otherwise be a rather mundane position a wealth of insight and dedication. I will call you next week to arrange an interview.

Sincerely,

Andrew

Andrew Smith-Arlington

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