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High school student cover letter

This free sample cover letter for a high school student has an accompanying [high school student sample resume](#) to help you put together a winning job application.

Philippa Burns
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Tanksville NSW 2300
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[date]

Dear Sir or Madam

Re: Bookshop Assistant Position

I would like to apply for the bookshop assistant position with Global Books.

I am a high school student with extensive experience in customer service. I am eager to continue delivering excellent service and developing my skills with Global Books, particularly due to my love of travel literature.

I have developed strong interpersonal skills as a result of over three years of experience in customer service roles. In my current role, I provide CopyJet customers with accurate information about the print and copy department's products and services, demonstrating my strong verbal communication skills and professionalism. I have also demonstrated exceptional organisational skills in this position, managing all paperwork in my department and keeping orders on track for delivery. My sound time management skills are further evident in my ability to juggle full-time study and part-time work.

I am always eager to seek new responsibilities and learn new skills in the workplace. I am self-motivated and enjoy taking initiative to achieve better results for the business. I also enjoy a challenge, and am keen to use my skills and experience at Global Books.

I would love the opportunity to discuss my application with you in further detail, and look forward to hearing from you.

Yours sincerely,

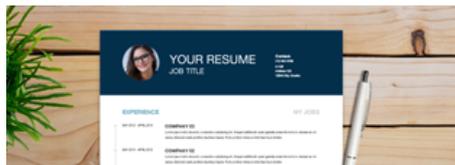
Philippa Burns

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Anirudha Kawimandan • 6 days ago

Littleton High School

Student/Parent/Teacher Conferences Tuesday, March 4, From 4:00-7:30 pm One Day Only

February 2014

Dear Parents:

The Littleton High School staff invites you to our spring **Student/Parent/Teacher Conferences on Tuesday, March 4 2014 from 4:00 to 7:30 in the evening**. Students are strongly encouraged to attend conferences. Six-week grades will be posted on the Infinite Campus Parent Portal. Please bring a copy of your student's grades to conferences, if you so desire. LHS will **NOT** have copies of grades available at conferences.

For your convenience, we will begin conferences at 4:00 p.m. in the south gym and cafeteria. Our conference format aims to support higher student achievement by providing student-parent-teacher teams the opportunity to discuss three essential questions:

- How is your student performing in each course?
- What is affecting student achievement?
- What are some strategies for success?

If you are unable to attend or need more than the seven minutes allocated for each student, please feel free to call individual teachers for an appointment another day.

The Littleton High School faculty is eager to work with all parents to support each student's success.

Sincerely,

Cathy Benton
Assistant Principal

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