



Cover Letters

A cover letter (or letter of application) accompanies your resume. It should market your qualifications and communicate your skills, accomplishments and potential to the employer. It should also highlight experiences most relevant to the job/employer.

Format

Example

| | |
|---|---|
| <p>Your Address City, STATE Zip Code Date</p> <p>Contact's Name Title Company Name Address City, STATE Zip Code</p> <p>Dear Mr./Ms. (Contact's Last name):</p> <p>Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter. Give information to show your specific interest in this company.</p> <p>Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about the kind of job you want. Don't make the reader try to guess what you would be interested in.</p> <p>Refer the reader to your general qualifications on your enclosed resume or other material. Use as much space as needed to tell your story, but keep it brief and to the point.</p> <p>In your closing paragraph, ask for action. Ask for an appointment suggesting a time when you will be available. A positive request is harder to ignore than a vague hope.</p> <p>Sincerely yours,</p> <p>Your Handwritten Signature</p> <p>Your typed name</p> <p>Enclosure</p> | <p>500 North Dawson Avenue Platte, WA 77744 December 25, 2000</p> <p>Mr. Michael Alexander Director of Human Resources ABC Retailing 123 Main Street Townsville, IN 55555</p> <p>Dear Mr. Alexander:</p> <p>I learned about your company through the Career Guide that I received through the Office of Career Services at Acme University and would like to inquire about employment opportunities in your management training program. I want to work in retail management and am willing to relocate throughout the eastern United States.</p> <p>I will receive my Bachelor of Science in Business Administration this May. My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. The enclosed resume summarizes my other qualifications. When I researched the top retailers in the east, ABC Retailing emerges as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.</p> <p>Realizing how busy you are, I would appreciate a few minutes of your time. I shall call you during the week of April 21 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 555-555-5555. Please leave a message if I'm not in, and I will return your call as soon as possible. Thank you very much for considering my request.</p> <p>Sincerely,</p> <p>Maxwell Smart</p> |
|---|---|

1. Always enclose a cover letter when you mail out a resume.
2. Cover letters should be typed and signed.
3. Your cover letters should be individually typed and signed.
4. Leave a 1" margin on all sides, and make top and bottom margins as equal as possible.
5. Be sure to proof the final version for any typographical or grammatical errors.
6. Your cover letter should be brief, usually one page, and follow the general guidelines given in this handout.