

COVER LETTERS: HOW CAN I MAKE ONE?

Cover Letter Components

What to include to make your cover letter detailed.

Introductory Paragraph	Information on how you found out about the opening, which opening you are applying for, and why it interests you. You could also include any knowledge of the company or personal contacts within the company that you know.
Value-Selling Paragraph	Match your qualifications and skills to those that the company values and is looking for. You may want to research the company to find exactly what they are looking for in an employee.
Background Summary	Give a short overview of your relevant education and experience.
Action Statement	Urge the employer to take action in contacting you, or tell the employer that you intend to take action by calling to show interest, and if appropriate arrange for an interview.
Statement of Appreciation	Finally express your appreciation for the time and consideration the employer took to review your cover letter.

Factors That Will Work Against an Applicant

Poor grammar & punctuation

Self focused versus employer focused

Aggressive, pushy tone

Misspelled words

Bland, boring text

Rambling-lack of focus

Gross exaggeration

Poor overall appearance

Your Cover Letter should be typed unless specifically requested to be handwritten by the employer.

Your Cover Letter Design

(Return Address) xxxxxxxxxxxx

xxxxxxxxxx

(Date) xxxxxxxxxxxx

xxxxxxxxxx (Name, Position)

xxxxxxxxxx (Address)

xxxxxxxxxx

xxxxxxxxxx

xxxxxxxxxx (Salutation)

xx

xx

xx

xx

xxxxxxxxxxxxxxxxxx

xx

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

xx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

(Closing) xxxxxxxxxxxx

(Signature Line) xxxxxxxxxxxx

xxx (Typist Identification)

xxxxxxxxxx (Enclosure Line)

GETTING STARTED

For many people, the most difficult part of writing a cover letter is the first sentence. Keep in mind that the letter will probably be read by someone who does not know anything about you. Use the cover letter to introduce yourself in the same way you would introduce yourself to a total stranger. If the reader goes on to review your resume, the letter has been a success.

SAMPLE OPENING LINES

It has come to my attention that your company will be accepting applications for the position of _____ in the near future.

I would like to take this opportunity to send you my resume and hope that you will consider me for future job openings with your company.

I am writing this letter in reply to your advertisement in the Date Newspaper.

Please accept this cover letter and resume as application for the position of _____ that was advertised in the Newspaper on Date.

It has come to my attention through Name of Person that your company is accepting application for the position of _____.

I am enclosing my resume and application for the position of _____.

I would like very much to be considered for the position of _____.

I would like to present my resume and application for the position of _____ with your company.

The enclosed resume and application will give you pertinent information about my qualifications for the position of _____ that was recently advertised in the Newspaper.

*Additional resources and/or workshops may be available.
Please check with our Resource Specialist.