

# COVER LETTERS: RESOURCES

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## Free Computer Use For Job Related Activities

Computers are available for resume and cover letter writing. During Job Resource Center hours staff can provide assistance on many job search components including resumes and cover letters. Please see the WorkSource information sheet for walk-in hours or call (360) 671-1660.

## *Cover Letter Workshops*

**WorkSource Whatcom**  
**(360) 671-1660**

Workshops are offered periodically.  
Call for current information.

**Whatcom Community College**  
**(360) 676-2170**

**Bellingham Technical College**  
**(360) 738-3105**

See quarter schedules for times and dates. Tuition is required to attend.

## Books That Help With Writing Cover Letters:

### Cover Letters! Cover Letters! Cover Letters!, By **Richard Fein**

This book includes over 125 examples including cover letters, follow-up letters and other correspondence needed in the job hunt.

### Job Search Letters That Get Results, by **Ronald Krannich & Caryl Krannich**

This book shows you how to communicate your qualifications to potential employers through job search letters. In addition to several examples of cover letters written from a variety of job search situations, this book covers how to start and stop your job search, develop contacts and uncover job leads and develop good relations with a new employer.

### The Damn Good Resume Guide, by **Yanna Parker**

In addition to the quality resumes, there is a section of the book that highlights making an effective cover letter. This is a great instructional book that combines two important jobs searching tools into one book.

## FEE FOR SERVICE:

### Cover Letter Services

See "Resume" in Yellow Pages  
Bellingham listings  
Copy Source  
(360) 738-1280  
Kinko's Copies  
(360) 647-1114  
Write On  
(360) 738-7958

### Computer Use

Copy Source  
(360) 738-1280  
Kinko's Copies  
(360) 647-1114  
Tony's Coffee  
(360) 733-6319  
or 739-4710 (Fair haven)

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