

COVER LETTER

Helpful Tips for any Cover Letter

- ➔ Verify the contact information, title, and address—is it correct?
- ➔ Write to a specific person
- ➔ Salutation: Dear Mr./Mrs./Miss (if not sure of a woman's marital status, use Ms.)
- ➔ Three basic paragraphs are included: introduction, body, and closing
- ➔ Mention the position and where it was advertised (do your homework)
- ➔ Did you highlight your qualifications and achievements in a few bullet points? Do they match the employer's needs?
- ➔ Keep it short and to the point. Only **ONE** Page!
- ➔ **NO SPELLING ERRORS!!**
- ➔ Closing: Sincerely, (4 returns)
 - (Signature here in blue or black ink)
 - Type your name (2 returns)
 - Enclosure
- ➔ Remember to include your resume and references if required
- ➔ Print out on same paper as Resume
- ➔ Send an original cover letter for each position
- ➔ Keep a copy of the cover letter for your reference
- ➔ Use a polite formal style
- ➔ Overall, write to communicate, not to impress

Components of a Cover Letter

Your Address
City, State ZIP
Date

Name
Title
Company
Street Address
City, State ZIP

Dear Mr./Ms. Last Name:

First Paragraph-Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

Second Paragraph-Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume.

Third Paragraph-Optional. Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

Fourth Paragraph-Request the next step in the employment process, a personal interview. State you are available for an interview at the potential employer's convenience. Give them your contact information (phone number with area code and email address). SAY THANK YOU~

Sincerely,

(4 returns)

Type your name

Enclosure

Example of a Cover Letter Format

Modified Block Format



Your Name
Your Address
Your City, State
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph: Why You Are Writing. Remember to include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

Middle Paragraphs: What You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it. You may want to utilize one of the styles described under appearance in the Cover Letter section of this Guide to make your qualifications stand out. Remember, you are interpreting your resume. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs rather than one large block of text.

Final Paragraph: How You Will Follow Up. Remember, it is your responsibility to follow-up; this relates to your job search. State that you will do so and provide the professional courtesy of indicating when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Sincerely, (4 returns)

Your Signature

Your Typed Name (2 returns)

Enclosure

Example of a Cover Letter Format



Block Format

16 Manitoba Avenue
Winnipeg, MB, R2G 1Z8
August 9, 20XX

Ms. Jane Doe,
President,
Techniplus In,
1578 Erin Street,
Winnipeg, MB, R3E 2T1

Dear Ms. Doe

I noticed your job posting on the Internet for a full-time computer programming position with Techniplus Industries. With great enthusiasm I submit my résumé to you for the position with your company.

Having a strong understanding of the C++, HTML, and Pascal programming languages, I can assure you that I would have no difficulty adjusting to the programming expectations of Techniplus Industries. As well, I am familiar and comfortable with computer hardware and operating systems. I have excellent working knowledge of most relevant business software programs including Microsoft Office and Corel Draw. I completed my high school education in the Career Internship Program at River East Collegiate and completed a full slate of Advanced Placement and computer courses. I am currently completing a computer science degree at the University of Manitoba.

I have worked hard in the last five years to build my teamwork, project management, and customer service skills. I have enjoyed projects and experiences with the Christmas Light Foundation, the Make Art, Get Wired, Get Paid Conference, and the Canadian Council of Teachers and Language Arts. My work with IGA has taught me the importance of meeting the needs of diverse customers.

Thank you for taking the time out of your busy schedule to review my résumé. I look forward to meeting you in an interview where we can discuss my suitability for the job. I maybe reached at 204-663-7193 or via e-mail at imyourman@hiremeplease.com.

Thank you for your consideration.

Yours truly,

(Nita's signature)

Nita Job

Example of a Cover Letter (Block Format)

1234 Big Dawg Road
Carbondale, IL 62901
June 8, 2001

Ms. Jane Doe
Manager, Marketing Department
Consumer Goods, Inc.
8910 Nowhere Drive
St. Louis, MO 63101

Dear Ms. Doe:

Please find my resume enclosed in response to the advertisement in the *Career Grapevine* on July 21, XXXX, for a Marketing Representative. The position appears to fit very well with my education and career interests.

As my resume indicates, my background has included various marketing experiences. As a part-time Sales Representative for the *Daily Egyptian*, I handled accounts for numerous departments on campus. In addition, I was responsible for the marketing of two major ad campaigns including Special Olympics and the Red Cross Blood Drive. Finally, during my internship last summer at Walt Disney World, I achieved superior marketing skills while assisting customers in various areas of the Disney-MGM studios.

I welcome the opportunity to discuss your needs and my qualifications in detail and would be pleased to interview with you personally. Please feel free to contact me by phone at 618-555-2000 or by e-mail at saluki@siu.edu if you have any questions or require additional information. Thank you for your time and consideration. I look forward to talking with you soon.

Sincerely,

Nita Job

Enclosure

