

Cover Letter Clues

The purpose of a cover letter is to get a potential employer to read your resume and be interested enough to contact you for an interview.



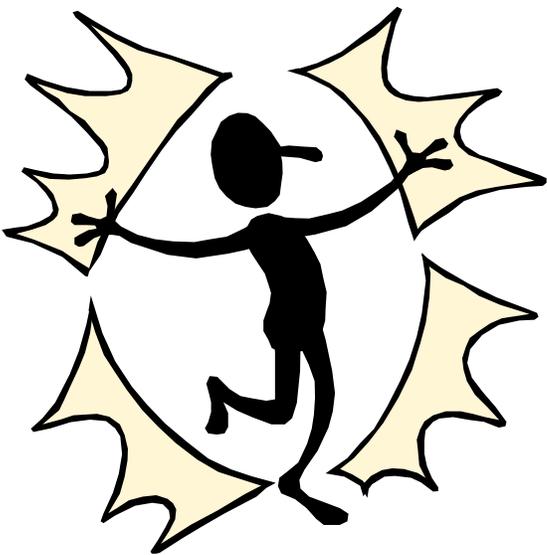
When do you write a cover letter?

- To answer an ad.
- To prospect (you send them to many companies).
- To inquire about specific openings.
- To obtain a job interview.
- To obtain an informational interview (for networking and getting to know people and making connections).

Your cover letter should be no more than one page. The language should be polite, businesslike, and to the point. It should use good grammar, perfect spelling and punctuation, and an appropriate business-letter format.

The cover letter usually includes the following information:

- ❑ Your name, address, and phone number (you can use the same letterhead as your resume).
- ❑ Date
- ❑ Inside address – the name and address of the person and company of the job for which you are applying.
- ❑ The salutation (Dear Mr. or Ms. Followed by the person's last name).
- ❑ An opening paragraph explaining why you are writing and indicating that you are interested in the job being offered.
- ❑ One or two paragraphs that tell why you want to work for the company and what qualifications and experience you can bring to that company.
- ❑ A final paragraph that closes the letter and requests that you be contacted for an interview.
- ❑ The closing (Sincerely, Respectfully, or Yours truly,) followed by four returns and your typed name. Before mailing the letter be sure to sign your name above your typed name.
- ❑ The matching envelope should be typed and include your return address.



Ms. Joyce Peterson

2842 South Plaza
Midland, MI 48640

(989) 555-5555

January 12, 2007

Mr. David C. Johnson
Director of Personnel
Bank of Midland
490 Michigan Avenue
Midland, MI 40680

Dear Mr. Johnson,

The accompanying resume is in response to your listing in the Midland Daily News for an office professional.

I am especially interested in this position because my experience as an office professional at the Wilmington Credit Union has prepared me to be detail-oriented, accurate, and conscientious when handling the daily challenges and demands associated with a growing, thriving financial institution. I am looking forward to using my office skills and experience to enhance the office environment of your successful and community-conscious bank.

I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. I can be reached at 555-8987 before 5:00 p.m. or at the number above after 5:30. I look forward to hearing from you.

Sincerely yours,

Joyce Peterson

Joyce Peterson

Enclosure

Cover Letter No. 1

Ms. Ashley Davidson

2842 South Plaza
Midland, MI 48642
(989) 555-5555

February 5, 2007

Ms. Terri Fulton
Director of Personnel
TRS Day Care
6311 W. Dover
Midland, MI 48640

Dear Ms. Fulton,

Alice O'Brien suggested that I contact you about my interest in a position in your day care center. She said you are one of the best people to talk to about careers in child care. I am graduating from high school in June and would like to learn about possible opportunities in your day care center.

Because of the wonderful hands-on, direct child contact experiences I had in a Child Development class I took in high school, I would like to continue working in a childcare environment. As you can see from my enclosed resume, for my entire senior year, I was privileged to work with children in grades pre-school through grade 3 two afternoons per week in various school/day care settings. In addition to working with children, the class material covered lesson planning, nutritious meal preparation, designing creative bulletin boards, health, infant care, and much more.

Perhaps we could meet briefly sometime during the next two weeks to discuss my career plans. I have several questions which I believe you could help clarify. I will call your office on Tuesday, February 27, to schedule a meeting time. I look forward to discussing future opportunities with you.

Sincerely,

Ashley Davidson
Ashley Davidson

Enclosure

Cover Letter No. 2

Mr. John Williams

2842 South Second St.
Midland, MI 48642

(989) 555-5555

February 5, 2007

Mr. Dennis Emory
Emory & Associates
2593 West Monroe
Suite 2017
Palo Alto, CA 95523

Dear Mr. Emory,

I am writing to request the opportunity to work for you as a summer intern. I understand from my counselor at H. H. Dow High School that your firm often takes on student interns.

I will graduate from H. H. Dow High School in Midland this June, and will enter Stanford University's pre-law program in September. I hope to use my summer to learn more about private legal practice by working in whatever way I might best contribute to your firm.

As the enclosed resume may indicate, I am a hard worker who takes pride in doing the best possible job at whatever task I take on. I have experience in research and clerical work, and I am willing to put in the long hours that are standard for anyone involved in legal practice.

I would like to arrange a time to visit with you at your convenience to learn more about how I can contribute my abilities. I can be reached at the number above after 3:30 p.m. daily.

Sincerely,

John Williams

John Williams

Enclosure

Cover Letter No. 3

Pamela Jung

451 Highland Ave.
Denton, TX 75035

(555) 555-5555

Pamela@resumepower.com

February 5, 2007

Ms. Teresa Valdez
Staff Nurse
Louisville Care Center
16815 W. Mackay Ave.
Louisville, KY 40215

Dear Ms. Valdez,

I would like to submit my resume to you in application for a position as nurse's aided at the Louisville Care Center. I spoke with your assistant, Jenna Bradley, who indicated that there were two such positions available and that I should write to you directly.

My experiences as a candy striper at Louisville General have prepared me for the realization that working in a health care facility is often very tough, both physically and emotionally. I believe, however, that I am equal to the challenge, and I would very much like to make a contribution to the caring environment at the Louisville Care Center.

I would like to come and speak with you about my qualifications and how I can best fulfill your expectations for this position. I look forward to hearing from you. I am available at the above number most mornings. Thank you for your consideration.

Yours Truly

Pamela Jung
Pamela Jung

Enclosure