

Cover Letter Guide

WHAT IS A COVER LETTER?

- A formal business letter to an employer letting them know that you are interested in a position with their company, your qualifications and the reasons in which they should hire you.
- Communicates both your current capabilities and future potential.
- Grabs the attention of employers/recruiters.
- Allows you to expand upon the experiences listed in your resume.
- Sells your strongest skills and accomplishments.
- Helps get you the interview!

Heading Example:

Your Full Name
Street Address
Telephone Number
E-mail Address
Month, Day, Year

PARTS OF A COVER LETTER

- Heading
- Opening Paragraph
- Second Paragraph
- Third Paragraph
- Signature

Mr./Ms./Dr. First Name Last
Name Title
Name of Organization
Street Address

OPENING PARAGRAPH

- Why you are writing.
- How you learned of the organization or position.
- Basic information about yourself (education, skills, experience.)

Opening Paragraph Example:

"I am writing because of my interest in the outside sales representative position with ABC Supply Co. Inc in Lakewood, Washington. I learned about the position from your advertisement on Clippers 4 Hire. After reading through the position description, I recognize that my previous education and experience align well with this position."

SECOND PARAGRAPH

- USE THE JOB ADVERTISEMENT! Highlight key terms, qualifications and language.
- Demonstrate that you researched the employer.
- Mention specific qualifications which make you a good fit.
- Refer to and further explain relevant items on your resume.

Second Paragraph Example:

"You indicate that a requirement for the position is a track record of success in meeting sales goals. After completion of my Associate in Arts Degree in Business, I worked for two years as a sales representative with a regional whole foods company. My efforts yielded success in new business development, and my sales volume consistently met or exceeded company goals. As listed on my resume, I increased company sales by 46% regionally during my first year of employment. I would like to repeat that success with your company, while also utilizing my academic background in science and business. ABC Supply Co. Inc. has a reputation of success in Lakewood and I am passionate about contributing to the company."

THIRD PARAGRAPH

- Indicate that you are excited to talk with the employer and to learn more about their organization/business.
- State what you will do to follow up.
- State that you would be glad to provide employer with any additional information as needed.
- Thank employer for their consideration.

Third Paragraph Example:

"I am confident that through my history of success and my education that I will prove valuable to ABC Supply, Co. Inc. I would like to request a personal meeting to discuss your company's needs and how I can contribute to them in the future. I will make myself available at your convenience and I look forward to your call. Thank you for your time and careful consideration."

SIGNATURE

- End the letter with a closing such as "Best regards" or "Sincerely."

Signature Example:

Sincerely,

[Your signature]