



## **COVER LETTER**

A cover letter “covers” your résumé. It serves as an introduction, stating the position for which you are applying and how you are qualified for that position. A well-written cover letter can assist an employer in interpreting your résumé and explain something that your résumé doesn’t. It should grab the employer’s attention and generate interest in you as a prospective employee.

### **WHEN THE LETTER IS USED**

- You must have a cover letter if you send your résumé in the mail, or if you fax or E-mail your résumé.
- The letter is used if you deliver your résumé and/or application to a prospective employer or organization.
- Job referrals by employment or placement services often require that your first contact be made by mail.

### **IMPORTANT POINTS**

- 1) Remember that a letter asking for a job is a sales letter. It also serves as an introduction or “first impression.”
- 2) Keep the language simple and friendly. Be your own natural self, but don’t appear aggressive, familiar, or humorous. You may want to use language common to your occupational area to show your knowledge and expertise but don’t overdo it.
- 3) Keep the letter short – usually one page with three to four paragraphs. Don’t cover the same material as in your accompanying résumé.
- 4) Use plain white, standard business-size stationery or paper that matches your résumé.
- 5) It is possible to use the same basic letter for different employers, provided you make the appropriate changes. Be sure to send each employer an original letter.
- 6) If possible, address your letter to a specific person (head of the department or the personnel officer); otherwise, use Dear Sir or Madam.
- 7) Slant the letter toward what you can offer an employer, not what you think the employer should offer you. Show how your skills, experience, and attitude relate to the particular position for which you are applying.
- 8) Proofread your letter. Does it say what you want it to say? Then have someone else go over your letter to check for clarity and correctness in spelling and grammar.



## Cover Letter Guide

Date of writing

**Your present address**

City, State, ZIP Code

Phone Number

Contact Name (be sure to spell it correctly!)

Title

Company

Street address

City, State, ZIP Code

Dear Mr or Ms Blank

1st Paragraph: Tell why you are writing: name the position, field, or general area about which you are asking. Tell how you heard of the opening or organization.

2<sup>nd</sup> Paragraph: Mention two or three qualifications you think would be of greatest interest to the employer, slanting your remarks to the employer's point of view. If you have had related experience, or specialized training, be sure to point it out. Indicate willingness to relocate, if appropriate.

3<sup>rd</sup> Paragraph: Tell why you are particularly interested in the company or type of work, and how your qualifications "fit" the company. Use this paragraph to show that you know something about the company or the job requirements.

4<sup>th</sup> Paragraph: Close by making a specific request for an interview. Indicate that you are anticipating a request for an interview. Thank the prospective employer for his/her time and consideration.

Sincerely

Your Handwritten Signature

Type your name

Enclosure: Résumé



## Sample Cover Letter-Invited

June 20, 2010

2827 Canyon Road  
Twin Falls, ID 83301  
(208)316-8586

Mr. John Brown  
Personnel Manager  
Sunrise Construction Company  
PO Box 2008  
Twin Falls, ID 83301

Dear Mr. Brown

Please consider me for the position of bookkeeper with your company as advertised in *The Times-News* on June 10, 2010. In May I completed the Accounting/Bookkeeping program with an Associate of Applied Science Degree from the College of Southern Idaho (CSI).

The enclosed résumé shows that I have a good working knowledge of general office procedures and am capable of keeping a full set of books, preparing financial reports for management, and maintaining payroll records. The program included instruction in both Peachtree and QuickBooks Pro Accounting. As a work-study student, I had the opportunity to apply work skills in the bookkeeping department of the Business Office at CSI.

Having grown up in a family of construction workers, I am familiar with building terms and most construction materials. I am confident that I have the skills required for this position.

I am available for an interview at your convenience. I look forward to meeting with you to discuss my qualifications further. Thank you for your consideration.

Sincerely

*Sandy Kramer*

Ms. Sandy Kramer



## Sample Cover Letter—Career Change

June 5, 2010

4353 Bentley Court  
Jerome, ID 83338  
(208) 732-9733

Roberta Jackson  
Personnel Manager  
Computer Dynamics  
1024 Main Avenue West  
Twin Falls, ID 83301

Dear Ms. Jackson

A recent article in the Times-News revealed that Computer Dynamics is expanding and will soon be hiring employees in several positions. I am interested in applying for a position as a Computer Support Technician.

Due to a plant closure, I was afforded the opportunity to receive training for a career change. I have always been interested in computers so I jumped at the chance to further my education. In May, I will be completing the Computer Support Technician program with a Technical Certificate.

My previous work experience has been primarily in manufacturing and processing operations. As you will see on my Résumé, I quickly advanced to supervisory positions at both places of employment. My past supervisors will tell you that I am dependable, solve problems quickly, get along well with people and am a team player. These qualities are extremely important for computer support technicians as well.

I would very much like to contribute to the growth of Computer Dynamics. I will call next week to schedule an interview at your convenience. I look forward to meeting with you.

Sincerely

*Jay Burns*

Jay Burns

Enclosure: Résumé



## Sample Cover Letter-Uninvited

March 25, 2009

1446 Pine Avenue  
Twin Falls, ID 83301  
(208)317-5555

Mr. William Smith  
Owner  
The Wood Shop  
1234 State Avenue  
Boise, ID 83706

Dear Mr. Smith

As the area's largest maker of quality custom cabinets and "one of a kind" specialty furniture, I am sure you are always looking for qualified, dedicated cabinet makers. I am interested in applying for such a position.

I will be completing the Cabinetmaking/Woodworking program at the College of Southern Idaho with an Associate of Applied Science Degree in May 2010. The program includes a basic understanding and use of machinery, joinery, cabinets, furniture, and construction.

While I did have some previous experience as a hobby woodworker, the class has further developed my skills. As a special project, I designed and built a solid aromatic cedar chest that sold for \$1500 at the Woodstock Club's Christmas sale. I would like to discuss a possible job opportunity with your company and will call next week to schedule an interview at your convenience. Thank you for your time and consideration. I look forward to meeting with you.

Sincerely

*George Swanson*

George Swanson

Enclosure: Résumé