

# SAMPLE COVER LETTER



## A cover letter is...

- A professional letter that states your intention to apply for a position.
- Introduces yourself to the employer.
- Leads into your résumé.

## Before you start...

- Look over the job description and highlight skills and qualifications as listed in the job description.

## You want to talk about...

- When and where have I used these highlighted skills?
- Make the connection between your experiences and skills to the ones listed in the job description.
- Emphasize skills that directly relate to the position you're applying for.

## Things to Remember...

- Always review your cover letter and résumé for typos and grammatical errors
- Keep the letter to one page.
- The cover letter should always be read before the résumé.
- Never staple your documents together  
Take at least 3 extra copies of your résumé and cover letter to the interview.



Your Street Address  
City, State, Zip Code

Date

Ms. Mary Jones, *(name of the person if you have it)*  
General Mills Resume Processing Center  
P.O. Box 549240, Suite 129  
Waltham, MA 02545

Dear Ms. Jones: *(If you do not have the name of the person use **Hiring Manager, Human Resources Representative or Search Committee, etc.**)*

**Opening Paragraph: State which position you are applying for, and how you found out about the organization and/or position.**

It is with great interest that I am applying for the Buyer position at General Mills which was posted in The University of Texas at El Paso Career Center recruiting system. I look forward to using my knowledge and experience within Supply Chain Management to make a significant contribution to the efficiency of the department and the building of solid relationships throughout General Mills.

**Middle Paragraph(s): Give detailed information about how your qualifications fit the position's responsibilities.**

As a self-starter, I've been recognized as someone with sound judgment and the ability to lead a team towards its goals. With a Bachelor of Science in Industrial Engineering, I have gained valuable knowledge about the field and have developed effective communications skills by leading several team projects to successful completion. As a buyer at Salt River Projects with the Purchasing department, my strong leadership and negotiation skills led to developing solid working relationships with nine suppliers I introduced to the organization.

**Closing Paragraph: Summarize your qualifications, refer the reader to your enclosed résumé, mention your interest in an interview and state when and how you will contact them.**

In addition to communication, negotiation, and leadership skills, the various customer interactions opportunities I've had over the years developed my problem solving and decision-making skills, increasing the overall efficiency of the department. My experience and skill level will ensure the continued quality of the purchasing system at General Mills.

Thank you in advance for taking the time to consider me for the Buyer position at General Mills. Enclosed is my résumé for your review. If you need additional information, please call me at (915) xxx-xxxx or email me at your.name@miners.utep.edu. I look forward to further discussing my qualifications and background with you.

Sincerely,

(Sign here)

Your Name  
(Enclosure)



# “Why do I need a Cover Letter?”

The cover letter is what **entices a potential employer** to read through your resume and *consider* inviting you to interview. A well written one will make you **stand out** among your competitors. It may even set you **above** someone who has more experience but does not express interest and connection to the position as well as you do.

## Cover Letter vs. Letter of Interest

### Cover Letter

- Solicited:
- An employer or school **will ask you to submit a cover letter.**
- Sent with application résumé, transcripts, and other requested documents.

### Letter of Interest

- Unsolicited:
- **You take the initiative** to submit a letter of interest to the employer.
- Used when **inquiring** about an **unadvertised** position.

## Frequently Asked Questions (FAQ)

### ***What are the biggest mistakes cover-letter writers make?***

Addressing the letter to "Dear Personnel Director," "To Whom It May Concern," "Dear Sir or Madam" (or worse, "Dear Sirs") instead of a named individual, shows the employer that you were not concerned enough to find out the name of the person with the hiring power.

Telling the employer what the company can do for you instead of what you can do for the company.

Too many cover letters end with a line like this: "If you are interested in my qualifications, please call me." Proactive cover letters, in which the job-seeker requests an interview and promises to follow up with a phone call, are far more effective.

### ***Can't I just mass-produce the same letter to all the companies for which I'm interested in working?***

Never -- unless you use word-processing equipment that enables you to personalize each letter and include at least one paragraph specifically revealing your knowledge about each company and how you can meet its needs.

### ***What's the most important thing to include in the body of the letter?***

Your Unique Selling Proposition (USP). An advertising term, the USP is the one thing that makes you better qualified to do the job than anyone else. The USP should answer the question: "Why should I hire this person?"