

HOW TO WRITE A COVER LETTER

A good cover letter should always accompany your resume and may be the essential key to you getting a job. It should be brief, word processed, neat and free of errors. The cover letter should:

- Be addressed to a specific person. If the name of the person is unknown, then use the functional title: "Dear Manager". Do not use "To Whom It May Concern"
- Identify the specific position you are applying for and how you discovered that position.
- Summarize your skills. And set yourself apart from the applicants by identifying one unique thing about you.
- Share with the employer your availability for an interview and employment, and provide information on how they may contact you.
- The following is an example of a cover letter:

Date:

Your Street Address

City, State Zip Code

Mr. (Ms./Mrs.) Bob Jones, Job Title (if known)

ABC Company

Company Address

City, State, Zip Code

Dear Mr. (Ms./Mrs.) Jones:

(Tell how you heard about the job opening). In the September 10th issue of the Santa Cruz Sentinel you advertised for a sales trainee. Please consider me as an applicant for that position.

(Show enthusiasm and interest in the company, their product and or services offered. Give examples of how you think you'll fit in) I will be graduating from XYZ High School in June. My high school program has included two years as a marketing and retail management student. These courses helped me develop skills in sales, inventory, customer service and the use of computers for purchase transactions.

(Describe your plan of follow-up) My resume is enclosed, which reflects my skills and qualifications. I am available immediately for employment, and can interview any day after 3:00p.m. I appreciate your consideration. You may reach me at 456-1234.

Sincerely,

(Your Signature)

Your Name (Typed or printed)

Enclosure