

Writing a Cover Letter

Submitting a letter with a resumé is a way to introduce yourself to the employer, highlight your best qualifications for the job, and ask for an interview. A sample cover letter is provided on the back of this page.

1. At the top, enter the name and address of the company you are applying to.
2. Address it to the person responsible for reading your application (if you know).
3. At the beginning of the letter, introduce yourself.
4. State what job you are applying for and how you learned about it.
5. If you have any personal contacts in or with the company, such as a relative or neighbor who works there, mention that next.
6. Describe briefly why you would be a good person for the job, highlighting the most important parts of your resumé (with a few more details than the resumé gives). Mention things that show you know what the company and job are about.
7. Include additional information about yourself that your resumé doesn't capture, such as relevant personal history, interests and hobbies and goals. This may be especially helpful if you are applying to a non-profit or social service agency.
8. At the end of the letter, ask politely for an interview.
9. Explain where you can be contacted and indicate you would be happy to send references or other information.

Adapted from The Writing Center at Rensselaer Polytechnic Institute and from the Northeastern College of Computer Science Cooperative Education Manual, Boston, MA.



Sample Cover Letter for a Resumé Example 1

Sara Jones
123 Yellow Brick Rd
Emerald City, KY 40900

August 20, 2002

Mrs. Beverly Big
PO Box 123
Emerald City, KY 12345

Dear Mrs. Big:

My name is Sara Jones, and I am applying for a position as a salesperson for your store, Big Feet. I heard about your job opening in the newspaper. Also, my neighbor, Mr. Little, works for you and recommended this job to me. I am familiar with your shoe store, and I think that I would make an excellent salesperson there. I have worked in a shoe store before and was selected as Employee of the Month. I enjoy selling shoes, and I am good at helping customers choose shoes that they like and are a good fit. I am hard-working, punctual, and dedicated. My resumé is included with this letter and will further explain my experiences.

I would like to interview for this position. I can provide references upon request and would be happy to send any other information about myself that would be helpful to you. You can reach me at home by phone at 555-8888.

Thank you very much. I look forward to hearing from you.

Sincerely,

Sara Jones



Sample Cover Letter for a Resumé Example 2

Sara Jones
123 Yellow Brick Rd
Emerald City, KY 40900

August 20, 2002

Mrs. Beverly Big
PO Box 123
Emerald City, KY 12345

Dear Mrs. Big:

My name is Sara Jones, and I am applying for a position as a salesperson for your store, Big Feet. I believe that your store is one of the things that makes America great. Selling shoes to people with big feet is my life's passion, consequently, I have a lot of experience. Trying to find a company with which I share the same goals and mission can sometimes feel like an epic odyssey of alienation, humiliation, and human cruelty. Then, as if my guardian angel reached down and scooped me up, my neighbor, Mr. Little, works for you and recommended this job to me. I am hard-working, punctual, and dedicated. My resumé is included with this letter and will further explain my experiences.

I would like to interview for this position. I can provide references upon request and would be happy to send any other information about myself that would be helpful to you. You can reach me at home by phone at 555-8888.

Thank you very much. I look forward to hearing from you.

Sincerely,

Sara Jones

