

About Cover Letter Writing

Resumes show that you can do the work. Cover letters show that you want to do the work.

The cover letter is placed on top of the resume and is usually the first part of your presentation to prospective employers. Cover letters are written to personalize the job application process. A quality cover letter should state the specific skills you have that are required for the position you are seeking - spotlight your unique qualifications for a particular job. To make a great first impression you need a dynamic cover letter.

Cover letters should:

1. Be directed to a specific individual if possible.
2. Be well researched and written – focused on the specific requirements of the position for which you are applying.
3. State only your very best qualifications.
4. Request a meeting/interview with the potential employer.
5. Show knowledge of the company by referring to what it does, where its plants/offices are located, number of employees, growth pattern, website, most recent contracts, or stock value.
6. Reflect knowledge of duties and responsibilities of the job for which you are applying.
7. Describe the qualifications you possess that match the qualifications required for the position.
8. Include your qualifications; skills, knowledge, experience, education, and attitudes that most closely relate to the job requirements.
9. State any unique qualifications you possess that other applicants may not have.
10. End on a positive note and by suggesting an interview. “I would welcome the opportunity to meet with you to further discuss my qualifications for the position. I am excited about the opportunity to work for a company with the quality reputation of ABCDEF Company.”
11. Be produced with high quality print on quality paper that matches paper used for the resume.
12. Be mailed/delivered unfolded and neatly addressed in a 9x12 inch envelop.

For additional information about cover letter writing visit the CAP Center website at www.rowan.edu/studentaffairs/cap/.

COVER LETTER WRITING

Sample Format

Your present address
City, State & Zip Code
Preferred phone number
E-mail address

Date of correspondence

Name of Individual
Title
Name or organization/company
Address
City, State & Zip Code

Dear Dr. /Mr. /Mrs. /Ms. Last Name:
Do not address “To whom it may concern.”

PARAGRAPH ONE

State why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position and why you want to work for this company. Check the company web site and mention something about the company that interests you.

PARAGRAPH TWO

Describe your professional/educational qualifications but do not restate your resume. Sight one or two areas of experience which specifically qualify you for the position. Emphasize particular areas of experience and training that match those mentioned in the job description. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you look forward to a future response and that you would like to schedule an interview. Include your home phone number and/or cell phone number. Thank them for their consideration.

Sincerely,

Your signature

Your typed name

Enclosure

Dawn Serious
322 Mullica Hill Road
Glassboro, NJ 08028
856-256-4322

February 12, 201x

Mr. Dwight Thompson
Human Resources Manager
Savitz Pharmaceuticals
856 Bozorth Parkway
Esby, NJ 08028

Dear Mr. Thompson:

In response to your advertisement in the Glassboro Examiner for a sales representative for Savitz Pharmaceuticals, I hereby submit my letter of application. I was excited to read your ad since I have had a long-time interest in pharmaceutical sales and your products sound particularly appealing to me.

As a college student, I had the opportunity to experience in sales and customer service. Of particular interest to you, I worked at Glassboro Medical Supply serving customers who enter our store. Through reading professional periodicals and magazines that are sent to me as an employee of Glassboro Medical Supply, I have become knowledgeable of the different types of medical supplies. This knowledge enables me to fully address our customers' medical supply needs and answer their questions. Utilizing my proactive approach to sales and customer service, I increased sales this year by 20% over last year's figures. In light of my accomplishment, my supervisor has given me the responsibility of developing a plan to market medical supplies to local drug stores. In addition to my work experience, I recently completed a course in drug/pharmacology terminology at the University of the Sciences in Philadelphia. Completion of this course increased my knowledge of medicines and their effects.

I have always had a strong interest in the medical/pharmaceutical sales field and have attempted to gain the knowledge and experience needed to work effectively in that capacity. With that in mind, I feel I am highly qualified for the position of sales representative for Savitz Pharmaceuticals. My enclosed resume outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience. I can be reached at 856-256-4322 or on my cell phone at 856- 222-2348.

Thank you for your time and consideration.

Respectfully,

Dawn Serious

Sample Cover Letter Utilizing Statement of Reference

123 Accounts Payable Lane
Moneyville, NJ 08029
856-863-9547

February 28, 201x

Coopers & Lybrand
2400 Eleven Penn Center
Philadelphia, PA 19103
Attn: Mr. Daniel Spiller
Personnel Director

Dear Mr. Spiller:

After talking with Mr. James Osgood at the recent Rowan University Career Fair, reading your recruitment information and checking your web site, I am seeking an opportunity to join the firm of Coopers & Lybrand. Your company has an impressive track record for mentoring entry-level accountants plus offering valuable experience in auditing, tax compliance and cost accounting. As a Rowan University senior, anticipating graduation in May, I am anxious to interview with you during your upcoming recruitment trip to our campus.

My strong academic performance and outstanding internship experience make me a strong candidate for a junior accountant position with Coopers and Lybrand. As an honor student and recipient of the Medallion Scholar Award for the internationally accredited College of Business, I was chosen to intern for the local public accounting firm of Money and Associates CPA. At Money and Associates, I assisted with the preparation of clients for corporate tax audits and performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money invited me to continue my internship for a second semester. On my internship evaluation form he wrote, "John's knowledge and ability to grasp accounting procedures and principles is quite impressive. His computer skills and team-working abilities make him a valuable resource. I believe John will develop into a top-notch accountant."

Enclosed is a copy of my resume, which outlines my qualifications in further detail. I look forward to an opportunity to meet with you during the upcoming recruitment week at Rowan University. I can be reached at 856-863-9547. Thank you for your time and consideration.

Respectfully,

John Q. Afterinternship

