

## Cover Letter Format

### **Your Contact Information**

Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

### **Date**

### **Employer Contact Information (if you have it)**

Name  
Title  
Company  
Address  
City, State, Zip Code

### **Salutation**

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

### **Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

### **First Paragraph**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

### **Middle Paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

### **Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

### **Complimentary Close**

Respectfully yours,

### **Signature**

Handwritten Signature (for a mailed letter)

Typed Signature

## Sample Job Application Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

Date

Mr. George Gilhooley  
XYZ Company  
87 Delaware Road  
Comptown, ON L9L 9L9  
(905) 555-5555  
george.gillhooley@email.com

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at myemail@email.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*Your signature*

FirstName LastName

## Customized Cover Letter Example

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

Date

Employer Name  
Employer Title  
Employer Company  
Employer Address  
Employer City, State, Zip Code

Dear Mr./Ms. LastName

I am applying for the Inside Sales position posted on Boston.Monster.com. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you. You can find my resume attached to this e-mail.

I am looking to bring my well-honed public relations, marketing, and client-focused online, oral, and interpersonal communication skills internally to succeed in an inside sales position.

Pertinent experience and skills for the posted position include:

- The power of persuasion. I've pitched stories for C-level executives via phone and e-mail and placed them in major media outlets, such as MSNBC, CIO Magazine, Sirius Satellite Radio, MSN Money, AARP Bulletin, and The New York Daily News.
- The ability to reach key audiences. As a journalist, I published stories in key print and online media, including CareerJournal.com, CollegeJournal.com and StartupJournal.com (online publications of The Wall Street Journal), Consumers Digest, Woman's Day, and ePregnancy Magazine. As a copywriter, my work has been used in e-mail marketing, online and offline advertisements, blogs, brochures, taglines, and Web sites.
- Good listener...Solid work ethic...Desire to excel...Meet deadlines...Enjoy a fast-paced environment...Extraordinary factual recall...

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit Wellesley Information Services. I can be reached at (5555) 555-5555 or name@gmail.com.

Thanks for your consideration; I look forward to hearing from you soon!

Sincerely,

*Your signature*

Your Typed Name

## Targeted Cover Letter Example

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Employer Name  
Employer Title  
Employer Company  
Employer Address  
Employer City, State, Zip Code

Dear Mr./Ms. Last Name:

In response to your advertisement in the Milliken Valley Sentinel for Vice President, Operations, please consider the following:

Develop and implement strategic operational plans.  
15+ years aggressive food company production management experience. Planned, implemented, coordinated, and revised all production operations in plant of 250+ employees.

Manage people, resources and processes.  
Developed and published weekly processing and packaging schedules to meet annual corporate sales demands of up to \$50 million. Met all production requirements and minimized inventory costs.

Coach and develop direct reports.  
Designed and presented training programs for corporate, divisional and plant management personnel. Created employee involvement program resulting in \$100,000+ savings annually.

Ensure operational service groups meet needs of external and internal customers.  
Chaired cross-functional committee of 16 associates that developed and implemented processes, systems and procedures plant-wide. Achieved year end results of 12% increase in production, 6% reduction in direct operational costs and increased customer satisfaction rating from 85% to 93.5%.

I welcome the opportunity to visit with you about this position. My resume has been uploaded, per your instructions. I may be reached at the number above. Thanks again for your consideration.

Sincerely,

*Your signature*

Your Typed Name

## Sample Cold Contact Cover Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Employer Name  
Employer Title  
Employer Company  
Employer Address  
Employer City, State, Zip Code

Dear Mr. Paulin,

Independent schools such as Greenwood Elementary require a hardworking, organized administrative staff to ensure that the school runs successfully and efficiently. My administrative experience and organizational skills would help contribute to the long history of success at Greenwood School.

I have extensive administrative experience in an academic setting. For the past two years I have worked at the Early Childhood Center at XYZ College, where I alternated between running activities for the children and answering phones, scheduling parent-teacher meetings, and performing other organizational tasks. I also served as an intern for the principal of 123 Elementary School, undertaking a variety of office assignments while also observing firsthand the day-to-day duties of an academic administrator.

I have attached my resume, and would love to speak with you regarding how I could make a significant contribution to Greenwood School's daily operations. I will call you within the next week to discuss arranging an interview. Thank you for your time and consideration.

Sincerely,

*Your signature*

Your Typed Name

## Sample Cover Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Employer Name  
Employer Title  
Employer Company  
Employer Address  
Employer City, State, Zip Code

Dear Hiring Manager,

I am interested in the summer position at Sarasota Store advertised in The Sarasotian.

I have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people.

I believe that my communication skills, customer service abilities, and positive work ethic would make me an asset to your store.

Thank you for your consideration. I can be reached at firstlastname@gmail.com or 222-222-2222. I look forward to hearing from you soon.

Sincerely,

*Your signature*

Your Typed Name

## Sample Cover Letter - Part-Time

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Employer Name  
Employer Title  
Employer Company  
Employer Address  
Employer City, State, Zip Code

Dear Hiring Manager,

I am interested in the part-time position at Sarasota Saddlery advertised in The Sarasotian. I have equine experience as I have been around horses for over nine years. Not only have I shown and ridden horses, but I have also had extensive experience assisting in a barn. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company.

Thank you for your consideration. I can be reached at 111-111-1111 or 222-222-2222. I look forward to hearing from you soon.

Sincerely,

*Your signature*

Your Typed Name