

Sample Cover Letters

Sample Cover Letter - Format

Your street address
City, State Zip
Date of writing

Name
Title
Company
Street Address
City, State Zip

Dear Mr./Ms:

1st paragraph - Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

2nd paragraph - Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume

3rd paragraph - Optional. Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

4th paragraph - Request an interview and indicate how and when you can be contacted. Suggest that you will call at a specific time to discuss interview possibilities. Thank the reader for his/her consideration.

Sincerely,
(Handwritten signature)
Your name typed

Enclosure

Sample Cover Letter - Content

1234 Someplace Street
Carbondale, Illinois 62901
July 23, XXXX

Ms. Jane Doe
Manager, Marketing Department
Consumer Goods Inc.
8910 Nowhere Drive
St. Louis, MO 63101

Dear Ms. Doe:

Please find my resume enclosed in response to the advertisement in the Career Grapevine on July 21, XXXX, for an Account Executive. The position appears to fit very well with my education and career interests.

As my resume indicates my background has included various marketing experiences. As a part-time Sales Representative for the Daily Egyptian, I handled accounts for numerous departments on campus. In addition, I was responsible for the marketing of two major ad campaigns including Special Olympics and the Red Cross Blood Drive. Finally, during my internship last summer at Walt Disney World, I achieved superior marketing skills while assisting customers in various areas of the MGM studio.

I know that CONSUMER GOODS is the leader in the industry. A recent article in the June 5th issue of Business Week indicated that your company continues to outshine the competition in the development of innovative marketing techniques, while continuing to be responsive to your customers' needs. I am extremely excited about the position at CONSUMER GOODS and believe that with my education and experience, I can make a major contribution to your company.

I welcome the opportunity to discuss your needs and my qualifications in detail and will contact you the week of August 2 to see if we can arrange a meeting at your convenience. In the meantime, please feel free to contact me at 618-549-8069 if you have any questions or require any additional information.

Thank you for your time and consideration. I look forward to talking with you soon.

Sincerely,
Nita Job

Enclosure