

Cover Letter Writing

Common Types of Cover Letters

Interest/Inquiry Cover Letter

An interest/inquiry cover letter is sent to investigate possible job or internship opportunities. In this type of cover letter, you will need to state how you found out about the organization, why you are sending them your résumé, and indicate if you received a referral from someone within the organization. It is important to follow-up these types of cover letters within two weeks with a telephone call since you will most likely not receive any response, especially if no positions exist.

[Your Name]
[Street Address]
[City, ST ZIP Code]
July 21, 2008

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I recently saw your name in the Elm Newspaper. Congratulations! Achieving increased sales for the third straight year is a great accomplishment, especially in the current economic environment.

As a recent college graduate, I am looking for a growing firm where I can contribute my skills and drive. Perhaps Proseware, Inc. could benefit from the enthusiasm and business sense that helped me become the number one sales representative for Fabrikam, Inc. last summer.

My interest in Proseware, Inc. is rooted in several factors. First, your firm demonstrates the aggressive sales philosophy that I so admire. Second, I believe that selling intangibles is both challenging and financially rewarding. Third, I attended college in Elm County and would like to return there to live.

My resume shows that I have sales experience, drive, and determination. Meeting me in person will convince you that I can apply those talents to Proseware, Inc. I will call you in a few days so that we can arrange a meeting.

Sincerely,

[Your Name]

Enclosure