

## Cover Letters

Do send a cover letter to introduce your resume whenever possible, either by mail or email. By email, your cover letter may be the body of the message with the resume attached. The cover letter is one more opportunity to tell the employer what you want him/her to know.

### COVER LETTER OUTLINE

Your Address  
City, State, Zip Code  
Date

(Space Down Four Spaces)

Employer/Recruiter Name  
Job Title  
Organization  
Complete Address

Dear Mr./Ms. Last Name:

The opening paragraph should arouse the interest of the reader. State why you are writing and give information to show your interest in this specific organization. Mention a contact name here if you have one. If it is a letter of application for an advertised position, name the position for which you are applying and how you heard of it.

The middle paragraphs (usually 1 or 2) should create a desire on the part of the employer to know more about you. Explain why you are qualified to work for the employer. Point out your transferable skills and personal qualities that apply to the job description or requirements. Give evidence of these attributes! Make sure to highlight important points from your resume that would be of particular interest to this specific organization.

The closing paragraph should indicate your interest in being interviewed by asking for an appointment or by offering to call the employer. Be proactive and make it clear you would like to meet with the reader. Follow up within two weeks to see if your cover letter and resume have been received and to reiterate your interest.

Sincerely,

(Sign Your Name)

Full Name (Typed)

## **SAMPLE COVER LETTER**

5515 St. Charles Avenue  
New Orleans, LA 70118  
May 1, 2000

Mr. Ernest Lake  
Vice President, Marketing  
Dillard's  
1234 County Blvd.  
Baton Rouge, LA 70800

Dear Mr. Lake:

I am applying for the position of Merchandise Manager, which you advertised in the Tulane University Career Center. The position seems very well suited to my education, experience, and career interests. Dillard's has an excellent reputation in the state and I would be proud to be associated with you. Please consider my qualifications in the attached resume in light of your stated needs.

I have developed a strong foundation in both retail and customer service. My retail experience consists of employment in diverse environments including clothing stores, a repair service and food establishments. These experiences have provided me with the opportunity to build skills in operating a business at the management level, supervising employees, merchandise display and promotion, and stocking inventory. All of my work experiences have involved direct customer or client contact in the capacity of servicing, problem solving and ensuring satisfaction. I'm excited at the possibility of using similar skills in this position with Dillard's.

Please consider this a request to further discuss my qualifications and your needs. I look forward to the opportunity to explain in greater detail how I can be effective in this position. I will contact you next week to follow up on receipt of this information. Should you need to reach me, please call me at 462-3138 or email me at [evjones@tulane.edu](mailto:evjones@tulane.edu).

Thank you for your consideration. I look forward to speaking with you.

Sincerely yours,

Everett L. Jones