

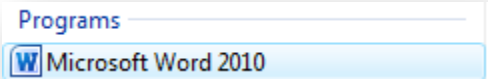





Cover Letter Format and Sample

| | |
|---|---|
| <p>Click on the Start Menu.</p> |  |
| <p>In the Search area type Microsoft Word</p> |  |
| <p>When the search results show in the open window click Microsoft Word.</p> |  |
| <p>When the program opens, click on the File tab>New.</p> |  |
| <p>In the middle section, scroll down to the bottom & click the icon for Letter templates.</p> |  <p style="text-align: center;">Letters</p> |
| <p>Next, select the Cover letter for entry-level resume</p> |  <p style="text-align: center;">Cover letter for entry-level resume</p> |

Once you have chosen your template click the **download** icon on the right.



Make sure you go to File>Save As... to title your cover letter before you start your work.

Fill in the template with your information & remember the important tips!

Format Sample

Your street address
Your city, state, zip code

Month, Day, Year (*2 inch margin*)

Mr./Ms./Dr. Name
Title
Name of company/organization
Company address
City, State, Zip code

Dear Mr./Ms./Dr. Last Name

Paragraph 1: Answers “Why am I writing?”

- Identify the position and the company
- Indicate how you learned about the position
- Request the employer’s consideration
- Introduce basic information about yourself

Paragraph 2: Answers “Who am I, and why should you hire me?”

- Contain a brief summary of your personal data and work experience.
- Relate your skills, experiences, and qualities that would benefit you in this position

Paragraph 3: Answers “What is my next step?”

- Refer the reader to your enclosed resume
- Reiterate your interest in the position
- Specify how you will follow up

Sincerely

Your signature (*3 Blank lines – signature goes in this space*)

Your name

Enclosure: Resume for YOUR NAME

Note: You don’t indent paragraphs on a business letter. You use a “block” paragraph format.

Letters shouldn’t exceed 1 page

Sue Anderson

525 Hampton Rd., Tampa, FL 33610 - (111) 123-4567

April 28, 2008

Mr. Scott Thompson, CFO
Thompson & Thompson, P.C.
6811 Citrus Blossom Drive
Tampa, Florida 33610

Dear Mr. Thompson:

After reading the wonderful article, "Giving Back," in the Sun Times about Thompson & Thompson's philanthropic work for charitable causes, I knew this was the place for me. I am also a passionate community volunteer who believes in promoting and improving the quality of life of others.

I bring to Thompson & Thompson three years of accounting experience working with the Director of Accounting for Smith & Hughes, one of Tampa's most highly regarded accounting firms. In this position, it was my privilege to learn every aspect of the accounts receivable and payable departments, including payroll, general ledgers and the preparation of year-end budgets.

More importantly, I developed exceptional organizational and interpersonal skills. As the Director's accounting assistant, I acted as liaison to clients, vendors and fellow accountants. This required me to manage multiple projects simultaneously, to follow-up on same and to report their progress at a moment's notice.

I will contact you next Monday, May 5th to schedule a meeting where we can discuss my qualifications further and how they meet the needs of Thompson & Thompson. Thank you for your time and I look forward to meeting you in person.

Sincerely,

Sue Anderson

Enclosures: Application for Employment
Resume