

Sample Cover Letter

A cover letter always should accompany your resume when you mail or hand-deliver it to a prospective employer. The way you communicate in your letter can make or break you in the competition for jobs.

First, call and ask for the name of the Human Resources Director or department head to whom you are sending your letter and resume. Get the spelling of their name, their exact job title, and confirm the mailing address.

The first paragraph of your letter should introduce you and tell that person what position or type of work you are applying for, and tell them how you found out about the position.

The second paragraph should outline your key skills and experiences that relate to the position, those that single you out as the best candidate for the job. Also, show that you have some knowledge of the company, its activities and its goals. Show how you can help them achieve those goals.

Then, in the last paragraph, let the employer know that you are very interested in an interview. Name a day that you will follow-up with a phone call – once they have had a chance to receive and review your resume. Then be sure and call them on that day. This shows you are eager and that you do what you say you'll do. Or, you can let them know when you are available to receive a call from them.

Address
City, STATE Zip
Date

Name, Human Resources Director
Name of Business
Address
City, STATE Zip

Dear ??????

Good afternoon, my name is **Your Name**. I am applying for your position of Account Clerk 2 that was advertised on the Jackson State website on February 1, 2011.

On May 5, 2010, I completed my Associate of Applied Science degree in Computer Information Systems, Networking Concentration at Jackson State Community College. My coursework included a course in accounting, word processing applications, Excel spreadsheets, and database development. I have extensive office-related experience. I believe that my outstanding interpersonal and communication skills along with my former work experience and coursework will be an asset to Jackson State Community College.

Thank you for considering my qualifications. I will contact you next Wednesday, May 29, to discuss this opportunity and perhaps set a time that we can meet.

Sincerely

(DON'T FORGET YOUR SIGNATURE!!)

Your Name

Enclosure