

WRITTEN COMMUNICATION

Ability to communicate can be a deciding factor in determining whether a graduate is given an opportunity to prove one's self professionally. Therefore, cover letters can be one of the most important aspects of the job campaign. A cover letter is frequently a candidate's first contact with the employer and thus becomes the basis for the employer's first impressions of the candidate. Adequate attention should be given to these letters so that initial impressions are favorable. A successful cover letter is one which interests the potential employer enough to send the candidate an application form or which encourages the employer in some other way to consider the candidate for employment. There are several types of cover letters written in the job campaign, some of which are discussed below.



COVER LETTER

The purpose of a cover letter is to convince a prospective employer that the writer should be granted a personal interview. The letter should summarize the most important facts about the applicant, and a resume should be enclosed to supply the rest of the details. The cover letter should not repeat a lot of the same information included on the resume.

- Type each letter individually.
- Address each employer by name and title.
- Open your letter with a strong attention-getting sentence.
- Devote the center of your letter to brief facts about your experience and Accomplishments
- Appeal in your letter to the self-interest of the person to whom you are writing.
- Include a challenging thought that will cause the employer to feel that discussion with you would be worthwhile.
- Where possible, bid directly for an interview.
- Keep your letter short to hold interest.
- If responding to a job advertisement, relate your qualifications to the job description.
- Always send a cover letter with your resume.
- Always keep a copy of each letter for yourself.

COVER LETTER Format

Your Present Address
City, State Zip Code

Date

Name

Title

Name of Organization

Street Address

City, State Zip Code

Dear Name: [If you do not have the person's name, you might address the person by title, "Dear Personnel Manager" or by organization, "Dear (Name of Organization) Representative".]

1st Paragraph - Purpose of the letter.

Inform the employer why you are writing; name the position, field or general vocational area about which you are inquiring. Mention if you are writing in response to an advertisement or how you heard of the opening or organization.

2nd Paragraph - Highlight your qualifications.

Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to the employer's point of view. Tell why you are particularly interested in the company, location or type of work. Relate your qualifications to the advertisement and also mention if you have had related experience or specialized training. Remember to avoid overuse of the word "I."

3rd Paragraph - Ask for an interview.

Refer the employer to the enclosed resume, application or the fact that you have a portfolio available for review. Close by making a specific request for an interview, and tell the employer you will telephone in the near future to see if an interview can be arranged. Make sure your closing is not vague but that it makes a specific action from the reader likely.

Sincerely,

Signature

Type Your Name

Enclosure

Cover Letter Example 1:

Reply To A Job Advertisement

7217 State Route 52
Maple City, NY 67890

April 14, 2009

Mr. Benjamin Baldwin, RRT
Chief Respiratory Therapist
County General Hospital
515 Hastings Avenue
Valley View, NY 68547

Dear Mr. Baldwin:

In response to your April 12, 2009, job announcement to the Respiratory Care Program at Genesee Community College, I am writing to express an interest in a Respiratory Therapist position at your institution. I am currently enrolled in the Respiratory Care Program at Genesee Community College and will be graduating in May 2009.

As a student, I have received excellent grades in all of my Respiratory Care courses. As my resume indicates, my overall Grade Point Average (GPA) is presently 3.75. Through my clinical performance I have demonstrated critical thinking skills and decision making abilities as well as initiative and professionalism. If given the opportunity, I would make a positive contribution to your organization.

Additionally, a few of my strengths include my ability to organize, prioritize and handle multiple tasks simultaneously. I enjoy working with others and would welcome the opportunity to be a part of the Respiratory Care team at your facility.

I have enclosed a copy of my resume for your review. If you have any other questions or require additional information, I would be happy to discuss my qualifications with you in a personal interview at your convenience. I can be contacted Friday evenings through Sunday afternoons at (000) 555 – 1234. Monday through Thursday evenings you can contact me at (013) 555 – 5678.

Thank you for your consideration.

Sincerely,

Abby Smith

Enclosure