

# Cover Letters

## **Seize Attention**

In the very first sentence of your letter, grab the manager's full attention by telling them exactly what you want. In one, short, bold sentence tell them that you wish to apply for a certain position and refer to that specific position and where it was advertised.

## **Perk Interest**

Grab the manager's interest by telling them how you got their name. If you have a friend, relative, or referral who knows the manager, ask if you can use their name in your letter.

## **Get Down To Business**

Show that you are qualified to handle the job by listing a few of the skills needed to do the job. If you just graduated from school, if you have just gotten out of the service, or if you have some hands-on experience, say so.

## **Ask For an Interview**

Tell the manager that you would like an appointment to speak with him or her. Leave a specific telephone number where you can be reached.

## **Always End With Your Appreciation**

Be sure to thank the manager for his or her time and consideration.

# Cover Letter Template

**Michelle Michaels**

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219 Prince Street  
Oakland, CA 94704

michellemichaels@abc.xyz

Home (410)555-1234  
Business (410)555-4321

Date

Name of Addressee  
Position of Addressee  
Company Name  
Street Address  
City, State, Zip

Dear Mr./Ms./Mrs./Dr. Whomever or Title (***never*** use To Whom It May Concern),

First paragraph: Seize attention by stating the exact position you are interested in. Perk interest by stating how you found out about the opening.

Second paragraph or more: Get down to business by explaining what you are currently doing or why the position is a good fit. This is generally a longer paragraph. If responding to an ad, use words from the ad here. Let them know what you can do for them. If keeping a copy, staple the ad to your copy of the cover letter.

Last paragraph: Ask for an interview and express appreciation. For example “Thank you for taking the time to consider my resume. I will call you in a week so we can set up a time to meet in person.” If they don’t call you, be sure to call them.

Sincerely,

*Digitized Signature*

Your Name

Enclosure (use this only when mailing a resume and cover letter, omit if attaching electronically)

**JEAN RAMSEY**  
123 S. Wisconsin Avenue  
Oak Park, IL 60234      *Example Job Ad...*  
702-345-6789  
jeanramsey@abc.x

**Recruiter/Counselor** for the Oak Park College Management Program. Must be highly motivated, work independently toward team goals, possess strong organization skills. BS/BA degree; 2-3 yrs experience in recruiting, education, or related field. Work schedule must be flexible (some evenings, occasional Sat. am). Must provide own transportation for local travel. Mail resume and starting salary requirements to....

November 29, 2001

Ms. Linda Smith  
Human Resources  
Oak Park College  
190 Prospect Street  
Oak Park, IL 60233

Dear Ms. Smith:

*...DO NOT include in Cover Letter*

I am interested in the position of **Recruiter for the Oak Park College Management Program** that was advertised in a recent issue of the Chicago Tribune. Please take special notice of my following qualifications:

- As a **highly motivated** individual, I have been recognized repeatedly in performance reviews for high achievement and goal attainment. In addition, I have received excellent and outstanding ratings for overall performance.
- I have **worked independently toward team goals** as demonstrated in my current position in a business setting. My current position requires a high degree of independent practice while maintaining attention to business goals and objectives.
- I have demonstrated my **strong organizational skills** through the development and coordination of a highly successful project involving organization and a wide delivery of services.

As detailed in the enclosed resume, I have several years of experience in education. My salary requirements are competitive; providing my own transportation for local travel and working some evenings and occasional Saturday mornings would pose no problem.

I am very interested in meeting with you to discuss how my skills and experience could make a strong contribution to the Oak Park Management Program. I will call in a few days to see if we can arrange to meet.

Sincerely,

*Jean Ramsey*

Jean Ramsey

*Compliments of Southern Utah University Career & Professional Development Center*

## Cover Letter Checklist

- ✓ Address the letter to a specific individual (department manager, personnel director, etc.) Is the name spelled correctly? Is the title correct? Call to get this information.
- ✓ If responding to a referral – name the person in the first paragraph if you have obtained permission from that individual
- ✓ Is the letter brief and to the point? Write the way you speak.
- ✓ Is the letter clear? Good margins? No typographical or spelling errors? Is it centered well on the page? Check and recheck and then have someone else check it.
- ✓ Does the letter indicate that you are positive about your skills, and abilities and emphasize how your attributes will benefit the organization? Don't rehash your resume, focus on the two or three qualities that distinguish you most and connect with the job's key requirements.
- ✓ Have you been specific about the job for which you are applying?
- ✓ Does the letter reflect your research and knowledge of the particular company, divisions, or job for which you are applying? In other words, is it tailor-made for this particular company at this particular time, rather than a canned presentation?
- ✓ Have you attempted to avoid the over-use of the word "I"?

If mailing resume and cover letter:

- ✓ Use same quality paper as your resume. Use same font and header as resume.
- ✓ Have you indicated that a resume is attached or enclosed? Have you enclosed your resume?
- ✓ Make sure you have adequate postage if mailing.