



How to Write a Cover Letter

Your Street Address
 City, State, Zip Code
 Date

<2-4 or more lines>

Employer's Name, Title
 Company/Organization
 Street Address
 City, State, Zip Code

<2 lines>

Dear _____: ⇐

- Addressed to a specific person if possible. Call for a name. Use Mr. or Ms.
- If unable to get a name, use a title - Dear Personnel Director, Dear Production Manager

Cover Letter Tips

- On same paper & in same font as resume
- No longer than one-page
- Typically 3-5 paragraphs
- Give each paragraph a focus/theme

INTRODUCTION AND MAIN BODY (2-3 paragraphs) include:

- Why you are writing - Position you are applying for or inquiring about
- Source of referral, if any (Ask permission to use the person's name)
- Why you are interested in that position and/or the organization
- Your qualifications and accomplishments pertinent to the position and/or the organization's needs
- Concrete examples of your skills and experiences
- What you can do for the organization
- What you know about the company/organization/field

<2 lines between paragraphs>

CLOSING includes:

- Statement of appreciation
- Date you will follow-up with additional information (which could include meeting times)
- Phone number/email and best contact methods

Sincerely,

<4 lines>

Your Name (Signature directly above it)

<2 lines>

Enclosure

Example email when attaching your cover letter, rather than including it in the email body.

To:	<input style="width: 90%;" type="text" value="hrdirector@company.biz"/>	CC:	<input style="width: 90%;" type="text" value="deptmanager@company.biz"/>
Subject:	<input style="width: 100%;" type="text" value="Cover letter and resume for xyz position"/>		
Message:	<p>Dear Director of Human Resources:</p> <p>I am interested in applying for the xyz position and have attached my cover letter and resume in MS Word for your consideration. Please email me if you have difficulties opening these documents.</p> <p>Sincerely, Chris Jobhunter</p>		

Cover Letter Examples

1212 Park Street #2
Milwaukee, WI 00000
January 11, 2008

Cover letter responding to an advertised position.

Pat Thomas
Human Resource Director
ABC Corporation
7709 West Broadway
Milwaukee, Wisconsin 00000

Dear Mr. Thomas:

I am writing to apply for the Assistant Product Manager position which was advertised in the June 10th edition of the *Milwaukee Post*. My previous experience with marketing and product promotion and my familiarity with media advertising will allow me to contribute to the current growth of ABC Corporation.

As an assistant manager for an appliance store, I gained experience in the areas of marketing development, implementation and evaluation. I was responsible for analyzing and evaluating marketing trends for future product promotions and assisted the store manager with the development and implementation of a direct mail promotion for the store's annual "Summer Blowout Sale". The event resulted in over \$100,000 in storewide sales. The position required strong computer, problem-solving, analytical and organizational skills. Augmenting my professional experience, I have recently completed my Bachelor of Business Administration degree in marketing.

I am aware that ABC Corporation is new to the athletic apparel industry and has seen rapid growth in the Midwest. To continue this growth, communications to customers via various media will be important. I have two years experience working with the local media for advertisement of store promotions. Class projects developing and using e-commerce technology and other media packages to reach customer markets were a part of my academic program.

I would appreciate the opportunity to speak with you to discuss the Assistant Product Manager position and my future with ABC Corporation. I am available for an interview and can be reached at (414) 555-3737. Thank you and I look forward to hearing from you soon.

Sincerely,

John Doe

Enclosure

Cover letter inquiring about
position openings.

January 12, 2008

209 West Lancart Street
Milwaukee, WI 53020

Ms. Carolyn Bereta
Vice President - Human Resources
XYZ Department Store
555 River View Road
Milwaukee, WI 53891

Dear Ms. Bereta:

I am writing to inquire if the XYZ Department Store is currently in need of a person with management and customer service experience. I have been a customer of XYZ Department Store for many years and highly regard their products and quality customer service. I am excited about becoming a part of the XYZ team.

In addition to my personal interest in your company, I have over four years of retail and customer service experience which I believe would contribute to sales and customer service goals. In this last year I have held the position of assistant manager for ABC Clothing. As assistant manager, I occasionally supervised a staff of fifteen employees, which included training, scheduling, leading parts of monthly staff meetings and ensuring a reputation of excellent customer service.

I feel that the combination of my professional experience, Bachelor of Arts in communication, and skills demonstrated in my student leadership positions will allow me to make a valuable contribution to your company. I am eager to bring my skills and enthusiastic interest in retail to XYZ Department Store.

I look forward to hearing from you so that we may further discuss my qualifications and the position. You may reach me at (414) 555-6868 or myemail@imagine.com. Thank you for your time and consideration.

Sincerely,

Maggie E. May

Enclosure