



Creating a Cover Letter that Works

The purpose of a cover letter is to introduce you and your credentials to an employer, as well as show them how you can contribute to their workplace.

Prospective employers may make observations beyond what you write while reading a cover letter including your writing skills and your computer skills.

If the cover letter is poorly written or formatted, many employers will not bother reading your resume!

Format: Use a traditional business letter format. Make it neat, concise and well organized. It is recommended that you use the same style and size of font that is on your resume.

Addressing: Use the person's full name, title, organization and mailing address and ***double check the spelling***. If you do not have a name, address the letter to "Dear Hiring Manager:" or "To Whom it May Concern:"

First Paragraph: State that you are interested in the position and where and when you heard about the position. Examples:

- *The Accounting position that you advertised in the Sunday Eagle Tribune on May 5, 2007 is of great interest to me. My resume is enclosed for your review.*
- *The Career Services Office at Hesser College notified me that you are currently seeking to fill a Computer Programming position.*
- *Juanita Doe, Paralegal Instructor at Hesser College, mentioned that you are accepting resumes for a paralegal position.*

Second Paragraph (main part of letter): Emphasize your skills, whether through your education or work experience, to draw attention to the fact that your skills match what they are seeking in an employee. Give examples, mention accomplishments that are related and how you can contribute to the organization.

Closing Paragraph: Remind the reader of the ways you can be reached. Include your phone number, email and hours you can be reached. Thank them for taking the time to read your resume and consider you for the position.



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COVER LETTER SAMPLE

Use the same letterhead style
as your resume and
references.

May 25, 2007 (four spaces between date and company address)

Ms. Carol Abdul, Director
Human Resources
XYZ Corporation
111 North Street
Manchester, NH 03103

Dear Ms. Abdul:

Please consider the enclosed resume in response to the Bookkeeping and Office Administrator position advertised May 23 in the *Concord Monitor*. I am confident my skills, education and experiences will meet the needs of your clients and your organization.

As my resume indicates, my experience and education have given me hands-on knowledge in accounting systems and office management. My instructors will attest that I am a very organized, ambitious, flexible team-player who is willing to gain the experience necessary to be successful while contributing to the success of your organization.

I would appreciate the opportunity of an interview to further discuss my qualifications. Should you have any questions or wish to contact me, please call me (603) 123-4567 or email me at: jms@yahoo.com.

Thank you for your time and consideration.

Sincerely,

Joan M. Smith (don't forget to sign your original hardcopy if sending in the mail)

Joan M. Smith

Enclosure (1)