

Cover Letter

Highlight your skills and experience in a well-written cover letter

Now that you have developed a resume to apply for a job, you need to create a cover letter. A cover letter should accompany your application every time you apply for a job. It serves as a formal introduction and should briefly reflect why you are qualified for a position. A cover letter also does the following:

- Gives an employer a snapshot of your personality
- Signals that you pay attention to details
- Conveys professionalism
- Demonstrates immediately your written communication skills
- Gives you an opportunity to highlight your skill sets and experience

Getting started on your cover letter — things to think about

- Why are you applying for the job? What is your main objective?
- Why do you want to work for that company?
- What skills do you have and how do they fit into the job for which you are applying? (Since these are probably part-time jobs, maybe that's a bit over the top, but we could have two versions of this document for varying jobs)

Cover letter guidelines

- Keep it short, usually one page
- Ask a reliable source to read and edit your cover letter before you send it
- Customize your letter as much as possible by acknowledging the reader and the employer
- Focus on what you can offer the employer
- Express your career aspirations and goals
- Establish what makes you different from other candidates. Recruiters get a lot of cover letters and resumes, make yours stand out

Sample Cover Letter

February 12, 2009

1234 Hire Me Drive (Your Address)
Anytown, USA 12345

Mr. Givme A. Job
Director of Recruiting
Company
567 E. Opportunity Way
Jobsville, USA 34567

Dear Mr. Job:

I am responding to the employment opportunity listed on your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

{Leave a few spaces for your signature}

{Type Your Name Here}

Cover Letter Template

Date: _____

Address: _____

Name, title and address of Hiring Manager/Director

Dear Mr./Mrs./Ms. _____: (Last Name of Manager):

How did you find out about the position? _____

Please accept this letter and accompanying resume as evidence of my interest in applying for the _____ (position title) at _____ (company name).

What experiences can you mention here that uniquely make you the BEST candidate for the job? What qualities or experiences that are listed on the job description do you have? _____

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

{Leave a few spaces for your signature}

{Type Your Name Here}