



How to Write a Cover Letter

1. Always enclose a cover letter when you send your resume to an employer.
2. Cover letters should be individually typed and signed and be specific to each position and company you apply to.
3. A cover letter should be brief, generally three paragraphs, and written to specifically highlight your skills and qualifications that match the position.

4. Leave a one-inch margin on the sides, and make the top and bottom margins equal.
5. Research the company and show that you know about the organization's products, customers, objectives, mission statement, and values. Use this information to show how you can contribute to the organization and solve problems. Employers hire candidates who are a good fit for the company culture and team as well as possess the technical skills to perform the specific job responsibilities.
6. Review the language used in the advertisement, job listing, or job description. Use the same terminology to describe your qualifications. This will show that you are a good match for the position.
7. Ask the employer to meet with you in your closing paragraph to discuss how you can contribute to the organization.
8. If the employer asks for salary information, state that you would consider a competitive offer in the last paragraph. Salary history, if requested, should be submitted on a separate sheet of paper in a chronological format like your resume, listing the highest salary you received at each position. References should also be on a separate document with a heading that matches the contact information on your resume. References are generally provided when you attend your interview and should include the name, title, employer and phone number of three professionals who can recommend you based on past experience working with you.

Your name
Your address
Your phone number
Your email

March 14, 2008

Employer's name
Title
Company name
Company address

Dear Mr. Jones: **(If you don't know the name and can't phone to get the name, use Dear Employer:)**

Your firm's commitment to integrity, professionalism, and a high level of service to clients has led me to explore career opportunities with _____. I value your high standards and offer more than ten years of experience in accounting that would allow me to make an immediate contribution to your firm. **Here is another example:** Your philosophy to provide professional development, a positive team environment, and employ professionals committed to excellence, has led me explore opportunities with your organization. **(Research the company and state why you are a good match for their company. Look at the mission statement, history, products, services...)**

My experience includes managing accounts receivable, accounts payable, cash flow and preparing journal entries. I possess strong Excel, Access, Word, QuickBooks and Peachtree software skills. My strengths included effective written and oral communications skills and the ability to perform accurately while meeting deadlines. **(Tell what experience you have that is related to the work you are applying for).** In addition, I have a Bachelor of Accountancy degree from Walsh College. I am preparing to sit for the CMA exam and look forward to a career in corporate accounting. **(List the requirements or skills that you possess that make you a good match for this position. Review language on the job listing or advertisement).**

I would like to have the opportunity to meet with you, learn more about your firm **(or list the specific department such as Audit Division)** and discuss how I could contribute to **(name of firm)** continued success. Thank you for your consideration.

Sincerely,

John Jones

Your address
Your phone number
Your e-mail

Date

Employer's name
Title
Company name
Company address

Dear Ms. Jones:

The pharmaceutical sales internship advertised on your Web site sounds like an interesting opportunity that is directly aligned with my career goals and qualifications. Your organization's commitment to excellent customer service and leading edge technology are why I would like to be associated with _____. **(This is an example. You should customize your statement to be relevant to the company you are applying to).**

My sales, marketing and customer service background provide me with the skills to be immediately productive as a sales intern. In addition, my medical background has given me the knowledge to work in a pharmaceutical company and I have a solid understanding of the terminology and commitment needed to excel in serving the healthcare industry. Regular participation in pharmaceutical sales representatives' presentations has given me insight into the skills necessary to be successful in this capacity. I possess strong public speaking and leadership skills. I am highly motivated and thrive on developing long-term customer relationships that generate new business. I will receive my Bachelor of Business Administration degree with a major in Marketing in June of 2009. I am confident I possess the skills necessary to be successful and would enjoy the challenging, fast-paced work environment described in the job description. **(State the qualifications you possess that match the requirements for the position.)**

Please call me to discuss how I could contribute to your continued success. Thank you for your consideration.

Sincerely,

Jane Jones

Your address
Your phone number
Your e-mail

Date

Employer's name
Title
Company name
Company address

Dear Ms. Jones:

Your finance position advertised in CareerBuilder sounds like an interesting opportunity that is directly aligned with my career goals and qualifications. **(Research the company and state why you would like to specifically work for them.)** Your organization's commitment to excellent customer service and leading edge technology are why I would like to be associated with BBCS.

I have a Bachelor of Business Administration degree in Finance from Walsh College. My academic training has included individual and team projects to develop strong analytical and quantitative skills that would aid me in making an immediate contribution to your organization. **(Review the skills and qualifications listed in the job listing/advertisement and state the skills you possess that make you a good match for this position.)** I have prepared budgets and forecasts, analyzed financial statements, and I'm proficient in using Excel. I am confident I possess the skills necessary to be successful and would enjoy the challenging, fast-paced work environment described in the advertisement.

I would like to have the opportunity to meet with you, learn more about your finance position, and discuss how I could contribute to your continued success. Thank you for your consideration.

Sincerely,

John Jones

Thank You Letters



A thank you letter should be sent to an employer immediately after an interview. Make sure you thank the employer for taking time to interview you and reinforce your interest in the employer and in the position. Also, mention some key point that was discussed during the interview. If you forgot to mention something important about yourself at the interview, you can mention it in the thank you letter.

Sample One

7 Apple Court
Eugene, OR 97401
503-555-0303

March 13, 2008

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby:

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills correspond well with your needs. I appreciate that you took so much time to acquaint me with the company. I certainly understand why California Investments has such a high employee retention rate.

In addition to my qualifications and experience, I will bring a strong work ethic and good decision-making skills to this position. With the countless demands on your time, I am sure that you require employees who can be trusted to carry out their responsibilities with minimal supervision and are self directed.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Jones

Sample Two

7 Apple Court
Eugene, MI 48999
313-555-0303

March 13, 2008

Dr. David Kresgee
Great Fault Labs
5 Main Street
San Francisco, CA 94102

Dear Dr. Kresgee:

I'd like to thank you for talking with me about the finance position in your department. I appreciate the time you spent telling me about the responsibilities and qualifications required for the position. I am confident my skills are a good match for your company and this opportunity.

My academic coursework has provided me with practical training in accounting and finance principals and I believe I could be immediately productive. I was intrigued by your explanation of the new project your department will begin next month, and would welcome the opportunity to contribute to its success.

I look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Sincerely,

Sally Mane