

Writing a Successful Cover Letter

Who needs a Cover Letter?

- *Everyone who sends out a resume does!*
- *It is regarded as a sign of laziness to send out a cover letter that is not tailored to the specific company.*
- *The cover letter gives you **another** chance to emphasize what you have to contribute to the company or organization*

- 1) **No spelling or typing errors.** Not even one. Have someone proof read your cover letter & resume.
- 2) **Address the letter to a specific person and title who can hire you.** Address the person as “MR.”, “Ms.”, “Mrs.”, “Miss” and “Dr.” or “Professor” (If you are responding to an ad, call the company and ask for his or her name.)
- 3) **Write it in your own words** so that it sounds like you.
- 4) **Have your name, address and phone number at the bottom of the page, below your signature.**
- 5) **Use a typewriter for letter and envelope.**
- 6) **The first paragraph** should describe the specific job you are applying for: I want to apply for your position of...as advertised in the...daily newspaper.
- 7) **Show that you know something about the company and industry.** Match your experience to the company’s requirements. Go through the ad line by line and write on a sheet of paper every prerequisite – then opposite every requirement, write down everything relevant from your school, social or work experience that relates to the requirements of the job. After you have done this, boil it down to your strongest points. Turn experience into mini-success stories.
- 8) **Avoid starting** each sentence with the word “I”.
- 9) **Use terms and phrases that are meaningful to the employer.** Don’t use business jargon. Don’t be afraid to express emotion and humanity in your cover letter. If you make your letter easy to read, you greatly increase the chances it will be read.
- 10) **Close your letter** with a strong action sentence. Don’t write “I hope to hear from you soon”. Instead, use “I will call your office next week to see when we might arrange an interview.”

Or...

“My daytime telephone number is (831) 000-0000. I look forward to meeting you and will call you next week to set up an appointment at your convenience. I would welcome the opportunity to work for a new organization with a strong management team.”

Go to next page for Cover Letter outline.

Cover Letter

Date: _____

Manager's Name: _____
Name of Company: _____
Address: _____
City/State/Zip: _____

Dear: _____

How did you learn of this position? _____

Why should you be considered for this position? _____

How to get in contact with you (Close) _____

Sincerely,

Your Name _____
Address _____
City/State/Zip _____
Phone Number _____