

COVER LETTERS

When mailing or faxing a resume, always include a cover letter which acts as your personal introduction to an employer. Unlike the resume which can be mass produced, a cover letter is most effective when it is individually written and typed for a specific employer and position. Cover letters should always be addressed to a particular person rather than "Dear Human Resources Manager." Specific names and titles of employers may be obtained by consulting various reference directories in the Placement Office, or the library. For the most current information, it is advisable to contact the company directly. Ask for the appropriate person's name and title.

Three Objectives of the Cover Letter:

To express your interest to the employer regarding their organization.

To express how your education and experience directly relate to the position for which you are applying.

To suggest a possible meeting for you and the employer.

PARTS OF THE COVER LETTER

The Introductory Paragraph

State the title of the position for which you are applying.

Mention how you learned of the position and/or the name of the person who referred you.

Include a phrase or sentence which will keep the reader's interest.

The Body (One or two paragraphs)

Refer to the enclosed resume.

Explain your interest in working for this company.

Emphasize personal qualifications which directly relate to that organization and position.

The Closing

Thank the employer for his or her time and for considering you for the position.

Suggest an interview/appointment for yourself with the employer.

Guidelines for Writing a Cover Letter

A cover letter should always accompany your resume.

Keep your cover letter short and to the point, write short sentences.

Always have a typewritten cover letter. Handwritten cover letters are simply not acceptable.

Avoid over using "I, me, mine" when writing your letter.

Address your cover letter to a specific person, preferably to the person who will be making the hiring decision.

Type your cover letter on the same type of high quality paper that your resume is on.

A good cover letter is brief - usually not more than three or four paragraphs.

COVER LETTER SAMPLE #1

Responding to an Advertisement

June 1, 20xx

Ms. Anita James
107 Star Street
Rising Star, Iowa 55155

Ms. Carol Collins
Human Resources Department
Tetra-Con Products
1234 State Street
New York City, NY 11111

Dear Ms. Collins:

I am writing in response to your New York Times advertisement for a Corporate and Technical Editor which appeared Sunday, May 31, 20xx. Enclosed is my resume for your review.

By description, the skills required for the position reflect my own career development, from a Technical Writer and Promotion Specialist, to my technical training as a Programmer and Systems Analyst. My specialization in computers began with a variety of writing projects for computer clients. That experience prompted me to increase my technical knowledge. I consider myself a proficient journalist and have developed a rapport with software developers and managers in the data processing environment. In addition, I have worked with System Developers and Programmers designing and documenting business applications.

I would appreciate an opportunity to present my qualifications in a personal interview. You may reach me at (319) 862-4413. I look forward to hearing from you in the near future. Thank you for your consideration.

Sincerely,

Anita James

Enclosure

SAMPLE COVER LETTER #2

Responding to an Advertisement

April 2, 20XX

John Wilson
7877 Lucky Road
Smalltown, Iowa 22222

Mr. Hugo Cash
Personnel Department
Big Sky, Inc.
3333 Blackjack Drive
Payout, NV 20000

Dear Mr. Cash:

I am responding to the Cashier position announcement that I read about in the Desert Tribune on March 30, 20xx.

Presently, I am completing an Associate of Arts Degree in Business Administration at Scott Community College. My educational background, and work experience, have allowed me to gain extensive knowledge in the areas of business, accounting, sales, and human resources. I believe my education and experience make me highly qualified to assist your company in reaching its goals.

The enclosed resume will tell you more about my skills and abilities. I would like to schedule an interview with you to discuss how I can help meet your company's objectives. I will contact your office on April 10th to see if we can arrange an appointment at your convenience. If you need more information, or if I can be of further assistance, please contact me, at my home telephone number, (319) 888-9999.

I look forward to meeting with you in the near future.

Sincerely,

John Wilson

Enclosure

COVER LETTER SAMPLE #3

Unsolicited Application for Employment

June 25, 20XX

Wyatt Nelson
1000 West Street
River City, IL 60001

Mrs. Linda Hand
Human Resources Director
Smith Brothers Steel, Inc.
8490 Industrial Parkway
Big Rock, IL 61111

Dear Mrs. Hand:

While conducting research on companies engaged in the steel fabricating business, I read an article in the June 20, 20xx issue of the Steel Town Journal describing your company's trainee program for graduates of two year colleges. I am very interested in your Metallurgist Trainee Program.

My own qualifications closely match your selection criteria and include a six-month internship with a local manufacturer. The enclosed resume provides further details of my accomplishments. Because I am eager to talk with you about current and projected openings, I am willing to travel to Big Rock at my own expense. I will contact your office on July 10th to determine your interest and, with your approval, arrange a meeting at your convenience.

Sincerely,

Wyatt Nelson

Enclosure

COVER LETTER SAMPLE #4

Thank you for an Interview

February 1, 20XX

Mr. John Brown
4500 Bayview Drive
Cody, IA 50124

Mr. George Ross
Human Resources
Three Rivers Corp.
6700 Fairway Ave.
Sunnyville, IA 52222

Dear Mr. Ross:

Thank you for talking with me by telephone today. It will be a pleasure to meet with you to further discuss my qualifications, and to talk about how I can help your company meet its objectives.

I look forward to sharing my ideas with you during the interview we have scheduled for 2:30 p.m. on Friday, February 12th. Thank you again for your time and interest.

Sincerely,

John Brown

COVER LETTER SAMPLE #5

Thank You for an Interview

July 4, 20XX

Anita Jameson
123 Market Street
Iowa City, Iowa 52242

James Hassit
Recruiting Manager
MacroSoft, Inc.
1 Execute Plaza
Iowa City, IA 52242

Dear Mr. Hassit:

I appreciated the opportunity to talk with you on July 3rd. The information you shared with me about MacroSoft was excellent, and I am excited about the possibility of employment with your company.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Anita Jameson

COVER LETTER SAMPLE #6

Expression of Continued Interest

May 12, 20XX

Tom Topal
333 Central Street
Davenport, Iowa 52806

Mr. David Hall
Director of Recruiting
Deere and Company
Moline, IL 61111

Dear Mr. Hall:

I am writing to express continued interest in the Accounting Clerk position for which I was interviewed at Scott Community College on April 3rd.

At that time, you indicated that a hiring decision would be made within thirty days. If you need more information about me, or about my educational and work backgrounds, I can be reached at (319) 323-1122 or at the address listed above.

During our interview, I was impressed by your description of Deere's plans for the future. My subsequent research confirmed these company expansion plans, and also gave high marks to your financial subsidiaries.

In closing, I want to restate my interest in Deere and Company. If I do not hear from you by May 31st, I will contact you directly. I look forward to hearing from you.

Sincerely,

Tom Topal

COVER LETTER SAMPLE #7

Responding to a Rejection

January 15, 20XX

Mary Smith
319 Ash Street
Blue Island, IL 62222

Sara Woods
Office Manager
ABC Corporation
200 Illinois Street
Chicago, IL 65555

Dear Ms. Woods:

I would like to take this opportunity to thank you for considering me for the position of secretary. Naturally, I am disappointed that I was not selected for the position. However, I am pleased that you are keeping my application, resume, and transcript on file. I want to reconfirm my interest in ABC Corporation, and let you know that I would like to be contacted when future openings occur.

Thank you again for your consideration.

Sincerely,

Mary Smith

COVER LETTER SAMPLE #8

Letter of Acceptance

June 10, 20XX

Frank Lee Wagoner
1200 Manheim Road
Twin Forks, IA 54555

Bob R. Able
Recruiting Manager
InterLoc Corporation
Des Moines, IA 52555

Dear Mr. Able:

I am pleased to accept your offer for the position of Systems Analyst at a salary of \$3,000 per month. I would also like to confirm July 1, 20xx as my starting date. I have completed the forms you sent to me, and am returning them with this letter. The information on housing accommodations that you sent was most helpful.

As the starting date approaches, I will keep you informed of my plans. I am eager to join your organization and will make every effort to become an excellent corporate employee.

Sincerely,

Frank Lee Wagoner

THE EMPLOYMENT APPLICATION

An often overlooked component of the job search is the employment application. Like your resume and cover letter, the employment application gives employers an important impression of you. It is a sample of your work. Thus, it should be neat, complete and error free. The following are guidelines for completing this important form:

1. Look over the entire form before you start to fill it out.
2. If at all possible, take the form home so you can take your time completing it. Photocopy the form: fill out the photocopy first, then carefully copy the information onto the form that you will submit to the employer.
3. Use black ink or type.
4. Respond to all items either by providing the requested information or by writing "N/A" (not applicable) if the item does not apply to you. If you feel an answer will be viewed as negative, write "Will discuss at interview" and then cover that issue when you are interviewed.
5. If you submit a resume with the application, never write "see resume" on the application instead of filling in the information as requested.
6. Take all the information you need with you when you go to fill out an application. This can be done by completing a sample application for your records or by writing information on index cards or notepaper.
7. If an application requests information about sex, marital status, race, creed, religion, age or other factors on which it is illegal to base a hiring decision, you are not required to supply it. However, you should be aware of the possible consequences of leaving spaces blank, i.e. losing the chance for an interview. One option is to write "Will discuss at the interview."
8. Take samples of your work when appropriate.
9. When you go to drop off your application or to pick up an application to fill out, go alone and dress as though you will be interviewed.
10. Remember that the application is considered a legal document that you affirm to be honest and accurate by your signature on the bottom. False information on an application, or on a resume, may be grounds for termination at any time during your employment with a company.