



HOW TO WRITE A COVER LETTER

TIPS

1. Type neatly and correctly on quality bond, letter-sized paper, preferably the same paper that resume is on, and use matching envelopes.
2. Be clear, brief, and businesslike. If at all possible, no more than one page.
3. Do not rewrite the resume. Customize the letter for each position. Send originals, not mass-produced letters.
4. Proofread carefully — check for typos or grammatical errors.
5. Follow up with company 5-7 days after sending cover letter and resume.
6. One to two phone calls is fine, but do not “bug” the employer with excessive phone calls.
7. Keep a copy of the cover letter and log where it was sent, to whom, and when.

WHAT TO INCLUDE

Paragraph 1 – Grab the reader’s attention! State the purpose of letter. Identify position applying for. Briefly mention how the position was learned about. State interest in particular position and company.

Paragraph 2 - "Sell" abilities. Refer to college preparation, work experience, and/or personal qualities that make a good employee. Make it appear as if this position is a perfect match. Refer to enclosed resume (which briefly outlines academic background and work experience). Do not repeat the resume verbatim.

Paragraph 3 - Ask for an interview in order to discuss qualifications and interest in company/position. Include availability to interview and contact information in which to work out a desirable date and time. Thank the prospective employer for their time. Restate interest and hope to hear from them.

SAMPLE LETTER

SALLY E. JONES
951 ANY STREET
CHARLOTTE, NC 28264
(704) 555-8354
SJONES@HOME.COM

May 14, 2007

Ms. Shirley V. Grey
Human Resource Manager
ABC Corporation
1213 Any Road
Charlotte, NC 28173

Dear Ms. Grey:

Please accept this letter as application for the Administrative Assistant position available as advertised in *The Charlotte Observer* dated May 14, 2010. My resume is enclosed for your review and consideration.

As you will see from my resume, I recently received an Associate Degree in Office Systems Technology, which provided me with the skills needed for a career as an Administrative Assistant. Working as a General Office Clerk has enabled me to acquire hands-on experience in telephone etiquette, customer service, filing, data entry, transcription, and various office machines. I enjoyed working in an office and wish to continue my career as an Administrative Assistant. Should you hire me, you will find that I am efficient, ambitious, and dependable.

I would like very much to be a part of ABC Corporation and I am available to meet with you at your convenience. I look forward to hearing from you soon.

Sincerely,

Sally E. Jones

Sally E. Jones

Enclosure