

COVER LETTERS

Whenever you send a resume, be sure that it is accompanied by a cover letter. The purpose of a cover letter is to **introduce yourself, personalize your resume**, and to **get yourself an interview**. The cover letter emphasizes your skills and/or abilities that relate to the job for which you are applying.

A good cover letter demonstrates your writing skills and shows you have researched your field and that particular employer.

The person to whom you address the cover letter should be carefully chosen. If possible, try to get the name of the person best qualified to evaluate your skills and most interested in hiring you – the decision maker. If your only choice is the Human Resource Department, make sure to address the cover letter to a specific individual in that department.

Every cover letter you write should be individually typed on paper identical or at least similar to that of your resume. Do not use personal stationary. Use simple, direct language and keep it to one page. The tone of the letter should be positive. There should be no erasures or errors. **Be sure your letter draws a connection between the needs of the current job opening and the skills you can bring to the job.**

SAMPLE COVER LETTER

Wilma Wannawork
911 Unemployment Street
Pasadena, California 91106

January 15, 2013

Westcott Company
Ms. Susan Money
Office Manager
500 Employment Lane
Los Angeles, California 90023

Dear Ms. Money:

Your search for a Sales Associate was brought to my attention by your advertisement in the Career Center at Pasadena City College.

As a student at Pasadena City College, I received an Associate in Science Degree and Certificate of Achievement in Management – International Business/Trade. As you will see from my resume, I have sold a variety of products through my extracurricular activities and have worked in several banking environments through my internship positions. My marketing, computer research, and customer relations experiences, as well as my oral and written communication skills, should prove valuable in increasing XYZ Company's sales volume. I am enthusiastic about pursuing a career in sales with XYZ Company because of its diverse product line and international scope

I would welcome the opportunity to meet with you and discuss in detail my qualifications; you can reach me at (626) 585-7381 from noon to five daily or by e-mail at wwannawork@xxxx.xxx. I will contact you in a few days to check on the progress of your search for a Sales Associate. Thank you for your time and consideration.

Sincerely,

Wilma Wannawork

Attachment

SUGGESTED OUTLINE FOR A COVER LETTER

Your Full Name
Full Address with Zip Code (optional)
Telephone (or list in the closing paragraph)
E-mail Address (or list in the closing paragraph)

Date

Company Name
Name of Individual
Title
Full Address with Zip Code

Dear _____:

State why you are writing, name the position or type of work for which you are applying and mention how you heard of the opening or organization.

Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. Mention any relevant work, extracurricular, and academic experiences and accomplishments that show your specific qualifications in this field or type of work; do not reiterate your entire resume. Remember that the reader will view your letter of application as an example of your writing skills. In this paragraph, you may refer the employer to your attached resume.

Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Your Electronic Signature (optional)

Your Full Name (typed)

Attachment: Resume