

WRITING: COVER LETTERS

Cover Letter Format Guidelines:

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. First Name Last Name
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

(Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style. **See the following example for variations in organization and layout.** ↓

Lynn A. Johnson
5542 Hunt Club Lane, #1
Blacksburg, VA 24060
(540) 555-8082
lajohnson@vt.edu

April 14, 2006

Mr. William Jackson
Employment Manager
Acme Pharmaceutical Corporation
13764 Jefferson Parkway
Roanoke, VA 24019
jackson@acmepharmaceutical.com

Dear Mr. Jackson:

From your company's web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

While working toward my master's degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer's Foods, and I would like to repeat that success in the pharmaceutical industry. I have a strong academic background in biology and marketing, and think that I could apply my combination of knowledge and experience to the health industry. I will complete my master's degree in marketing in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have. Should you need any additional information do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
Lynn A. Johnson

COVER LETTER PHRASES AND VOCABULARY

First paragraph	<p>I am writing to you in response to your advertisement in the (Washington Post), dated May 13th, 2008.</p> <p>Please accept this letter as an expression of my interest in the position of...</p> <p>With reference to your advertisement of 8 June, I ...</p> <p>I am writing to enquire about ...</p> <p>After having seen your advertisement in ... , I would like ...</p> <p>After having received your address from ... , I ...</p> <p>I received your address from ... and would like ...</p>
Second and third paragraph	<p>According to your advertisement, your position requires (skills). These skills I have developed during ... (experience).</p> <p>I recently graduated from (university) with a degree in (field).</p> <p>I have solid experience in ...</p> <p>My experience in (field) have convinced me that (future position) is a career option I would like to explore.</p> <p>The enclosed CV / resume elaborates on the details of my skills and experience.</p> <p>As you can see from my enclosed resume, my experience and accomplishments match this position's requirements.</p> <p>I believe that my skill-set matches perfectly with your requirements.</p> <p>I possess the right combination of skills to be an asset to your organization.</p>

	<p>Your position for (job title) strongly appeals to me because (tell why).</p> <p>As we discussed earlier, my extensive professional experience can benefit virtually any employer. However, (company name) is of special interest to me because (explain why).</p> <p>I am happy with my job and am considered to be a high performer by my current employer. Unfortunately, I do not see a path to advancement in the foreseeable future. That is why I am contacting you about future openings in the (career field or functional area) at (name of organization).</p> <p>I am long on effort and enthusiasm, although short on experience. Examples of my passion for doing the job well are in references I gained as a student from my employers and customers, such as the following achievements: (list references).</p>
<p>Final paragraph</p>	<p>I look forward to meeting with you to further discuss my background and to show you some of the (skills or competencies) that I have developed.</p> <p>I would welcome the opportunity to meet with you to discuss my potential contributions to your company.</p> <p>I look forward....to hearing back from you....OR.....to your reply.</p>