

What is a Cover Letter?

A cover letter is a great chance to make a connection with a potential employer. This is an opportunity to introduce yourself in writing and highlight your skills to show you are the best candidate for the job. Remember, the purpose of your cover letter is to explain your personal motivation and drive. Your resume will cover the details of your experience.

Tips for Writing a Cover Letter

- **Build a personal connection:** Establish a connection with the reader of your letter as quickly as possible.
- **Keep your writing style friendly and professional:** Use conversational language, similar to how you would speak if you were having a business conversation.
- **Do not use form letters or form emails:** A form letter is a turnoff. Personalize each letter and email, no matter how many you send out.
- **Make it quick and easy to read:** Format your one page letter using short paragraphs, bullet points and white space to make your letter is easy to read.
- **Proofread your letter carefully:** Always re-read your letter several times to ensure there are no typing errors, spelling or punctuation mistakes. Have another person also read your letter to ensure that there are no errors you might have missed.
- **Emphasize your skills:** Mention all of your skills (hard/soft) and abilities relating them to the position you are applying for. Use the job description as a tool and be sure to show that you meet all of the major requirements of the position, especially if they are not on your resume.
- **Use good quality paper:** If you will be mailing or delivering your cover letter in person make sure to use the same quality paper you use for your resume. Ensure that the heading on your cover letter matches the heading on your resume: name, address, phone number and email address.
- **Signature:** Always sign your letter in blue or black ink. Do not use colored ink as this appears less professional.
- **Professional references:** There is no need to provide your professional references in your cover letter. Take a printed list with you to the interview.
- **Personal information:** Leave out all personal information in your cover letter such as age, sex, marital status, etc. Only mention information such as, your skills and experiences that relate to the job.
- **Abbreviations:** Do not use abbreviations that may not be universally understood.

Cover Letter Outline

Job Seeker's Name

City, State and Zip Code • Phone Number (include area code)
Email Address

Today's Date

Name of Individual (**Not Dear Sir/Madam or To Whom it May Concern**)

Official Title (**If known**)

Name of Company

Mailing Address

City, State and Zip Code

Dear Mr. or Ms. (Last Name), Dear Recruiter, Dear Director, Dear Manager, Dear Hiring Manager, Dear Human Resources Manager, Dear Personnel Manager (**Choose One**)

PARAGRAPH 1- INTRODUCTION

1. Give your reason for writing the letter.
2. Tell the employer the position for which you wish to apply.
3. Tell the employer how you learned about the job opening. (**If you were referred by someone mention the name of the person. If found online mention the website's name and job number if applicable.**)

PARAGRAPH 2-THE BODY/YOUR HOOK

1. This is the 1-2 paragraphs that tell the employer why you are qualified.
2. Include information about your education, work experience, special training, and job related skills.
3. Keep this section brief. Give them only the hard-hitting details that will catch the employer's interest.

PARAGRAPH 3-THE CLOSING

1. Tell the employer you are interested in interviewing for the available position.
2. Thank the employer for his/her consideration.

Sincerely, Regards, Kind regards, Warm regards, (**Choose One**)

Your signature in blue or black ink

Your name typed

Online Job Ad and Sample Cover Hard Letter

Youwantajob.com

Posted: September 13, 2019

Position: FT Office Clerk (#MOCA965128)

Available: Immediately

Requirements: 1+ years with Microsoft Office and Computerized Maintenance Management System; high school or equivalent; typing 35 WPM; professional phone etiquette; able to multi-task, prioritize jobs, strong organizational skills; must be a team player, dependable, reliable, work independently, neat/clean appearance; valid CADL and proof of insurance. Please send résumé and cover letter to: Barbara Jones, HR Director, Cat Industries 455 Elm Dr., Modesto, CA 95355 or email to: Jones.Barbara@catind.com

John Doe

Modesto, CA 95350 • (209) 555-1111 • doe.john@emailme.com

October 01, 2019

Barbara Jones
Human Resources Director
Cat Industries
455 Elm Dr.
Modesto, CA 95355

Dear Ms. Jones,

Please accept the attached resume for the **FT Office Clerk** (MOCA956128) position listed on www.youwantajob.com that was posted on September 13, 2019.

I have three years' experience as an office clerk. I am extremely proficient in Microsoft Office and Computerized Maintenance Management System. I have a typing certificate for 40 WPM. I am also tri-lingual in English, Spanish, and Portuguese and I can read and write all three languages.

A few of my better qualities are that I am a team player and get along with everyone: fellow colleagues, vendors, customers and management. I am extremely dependable and can work independently or with a team. I am very professional on the phone and in my appearance. I am great at multi-tasking, prioritizing jobs, and have strong organizational skills.

I look forward to meeting with you to further discuss my qualifications. I am confident that my skills match your needs for this position. I am available to interview and begin work immediately. Thank you for taking the time to review my resume.

Sincerely,
John Doe

Email Cover Letter

 Send	To	<input type="radio"/> Jones.Barbara@catind.com
	Cc	
Subject		FT Office Clerk (#MOCA965128)
 John Doe Reume.docx 13 KB		

Dear Ms. Jones,

Please accept the attached resume for the FT Office Clerk (#MOCA956128) position listed on www.youwantajob.com that was posted on September 12, 2024.

I have three years' experience as an office clerk. I am extremely proficient in Microsoft Office and Computerized Maintenance Management System. I have a typing certificate for 40 WPM. I am also tri-lingual in English, Spanish, and Portuguese and I can read and write all three languages.

A few of my better qualities are that I am a team player and get along with everyone: fellow colleagues, vendors, customers, and management. I am extremely dependable and can work independently or with a team. I am very professional on the phone and in my appearance. I am great at multi-tasking, prioritizing jobs, and have strong organizational skills.

I look forward to meeting with you to further discuss my qualifications. I am confident that my skills match your needs for this position. I am available to interview and begin work immediately. Thank you for taking the time to review my resume.

Sincerely,

John Doe

Cover Letter Template

Job Seeker Name
City, State and Zip Code • Phone Number (<i>include area code</i>) Email Address
Date: _____
Manager's Name: _____
Name of company: _____
Address: _____
City/State/Zip: _____
Dear Mr./Ms.: _____
How did you learn of this position? _____ _____ _____
Why would you be a good person for this job? _____ _____ _____ _____
Close: _____ _____
Sincerely,
 Your Name Typed

Resources

[Cover Letters, Thank-You Letters, et al - Career Center \(ua.edu\)](#)
[How do I write a cover letter? \(careeronestop.org\)](#)

Resume and Cover Letter Writing Guide <https://www.thebalancecareers.com/resume-and-cover-letter-writing-guide-2063178>

Cover Letter Samples on Indeed
<https://www.indeed.com/career-advice/cover-letter-samples>

Write Interview Winning Resumes and Cover Letters
Careeronestop.org <https://www.careeronestop.org/JobSearch/Interview/thank-you-notes.aspx>