

COVER LETTER

COVER LETTER CUES

- Use same heading as on your resume
- Date letter
- Type each copy using a name and a title
- Use employer's name whenever possible
- Acceptable salutations: "Dear Prospective Employer", or "Dear Personnel Director."
- Underline newspaper title

COVER LETTER CUES CON'T

- ⦿ List qualifications
- ⦿ Express desire for a personal meeting
- ⦿ State you will call for a meeting appt. within a week.
- ⦿ Sign letter
- ⦿ Indicate enclosures
- ⦿ Double check grammar and spelling

ANATOMY OF A COVER LETTER

- ◎ Four paragraphs on one page
- ◎ 8 1/2 x 11 inch paper
- ◎ White or ivory paper only
- ◎ Standard office paper or resume paper
- ◎ Business-sized envelope; typed addresses
- ◎ Use word processor or word processing program on a computer with a letter quality printer

PARAGRAPH #1

- ◎ State immediately and concisely which position you wish to apply for
- ◎ If responding to a classified ad, be sure to give reference to the name of the publication and the date
- ◎ Keep it short

PARAGRAPH #2

- ⦿ Detail contributions to the company
- ⦿ Discuss skills related to the job's requirements
- ⦿ Keep it short

PARAGRAPH #3

- ⦿ Describe interest in company
- ⦿ Emphasize your knowledge of the business
- ⦿ Present yourself as eager to work for this company

PARAGRAPH #4

- ⦿ Specifically request an interview
- ⦿ Include your phone number and the hours you can be reached OR
- ⦿ Follow-up with a phone call within several days to arrange an interview

THE CLOSING

- Two lines beneath the body
- Aligned with your return address and date
- Example “Sincerely”
- Four lines beneath closing, type in full name as it appears on the resume
- Be sure to sign your name above your typed name
- Use black ink

ENCLOSURE LINE

- ◎ Flush left
- ◎ Bottom of the letter
- ◎ Example: Enc. resume

COLD LETTER

- ⦿ Used to contact potential employers without a referral or previous correspondence
- ⦿ Incorporate company knowledge
- ⦿ Discuss relevant qualifications
- ⦿ Used when not applying for a specific position