Cover Letter

WHAT IS IT?

A letter written to accompany or "cover" your resume when mailing to potential employers. Never send a resume by itself.

WHY SEND A COVER LETTER?

• To tell an employer what kind of position you are seeking.
• To highlight the parts of your background that are especially important for the position.

MUST COVER LETTERS BE INDIVIDUALLY PREPARED?

Yes. Cover letters should be addressed to a specific individual whenever possible. If the information is available, be sure to use the exact spelling and correct title of the person.

HOW IS A COVER LETTER ORGANIZED?

Opening: a brief introduction explaining why you are writing and the type of position you want. If someone referred you, mention it here.

Body: one to three paragraphs. Describe your qualifications for the job including experience, academic background and personal qualities. Stress what you can do for the organization and why they should hire you. Be positive. Don't apologize for what you haven't learned yet. Show why your qualifications are a good match for the job. Choose a writing tone that is neither bragging nor overly modest.

Closing: discuss what will happen next. Request an interview and indicate when you are available. If you plan to phone, say so. Make it clear how you can be reached. Thank the employer for considering you. Don't forget to sign your letter.

HINTS:

* Single space the letter; double space between paragraphs.
* Keep the letter to one page.
* Try to open with an interesting sentence. If possible, avoid the usual "I am graduating from Drew University in May."
* Use perfect spelling and grammar.
* Be clear and direct. Eliminate trite phrases or long, rambling sentences.
* PROOFREAD and have others proofread for you. The Center for Career Development will be glad to help.
Dear Mr. Tompkins:

1st Paragraph:
I am applying for the underwriting position advertised in indicate where you saw the position.

or

After reading the description of FBC Advertising, I would like to apply for a position as a media coordinator

or

Mr. Juan Perez, Director of Marketing, suggested that I contact you to explore a possible position with Ajax Corporation.

or

Your listing for an editorial assistant especially interested me because I have strong skills and experience in editing.

2nd Paragraph (or more):
Body of the letter. Single space between sentences; double space between paragraphs. Describe how your education, previous experience, activities, skills or personal qualities make you a good candidate for the position. Tell the employer what you can do for the organization.

Closing Paragraph:
To explain my qualifications in more detail, I would like the opportunity to interview with you.

I am available to interview for this position at any time. Please phone me at 973-408-5389. I would be happy to provide you with any additional information you may need.

Thank you for your time and consideration.

Sincerely,

Natalie Wong

C.M. Box 389
Drew University, P.O. Box 802
Madison, NJ 07940
February 5, 2015

Mr. Richard Tompkins
Director, Human Resources
The Perkins Company
1147 Paul Revere Avenue
Boston, MA 03459

When e-mailing your resume and cover letter to an employer, put only the body of the letter into the e-mail message. Include your resume as an attachment.