

Components of a Cover Letter

John Doe

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Pat Cummings

Hiring Manager

Any Corporation

Human Resources Department

1140 Main Street

Boston, MA 02215

RE: Human Resources Department Manager

Dear Ms. Cummings,

The opening paragraph should arouse the interest of the employer and only be one or two sentences long. Tell why you are writing; name the position you are applying for; how you heard of the opening (Career Center & Placement, newspaper, employment office); and give information to show your interest in this specific organization.

The middle paragraph should mention one or two qualifications you think should create interest and desire on the part of the employer to know more about you. Tell why you are particularly interested in the company and the job by indicating related experience; educational background or specialized training. Point out your achievements or qualifications in this field, especially those that meet the job description or requirements.

Refer the reader to your general qualifications on your enclosed resume and make positive statements about your skills and abilities. Highlight points that will be of particular interest to the specific organization.

The closing paragraph should request a personal interview at the company's convenience. You may also pave your way by asking for an appointment, by offering to call the employer in the near future or by making some similar suggestions to facilitate an immediate and favorable reply. Finally, stress your interest in the position and thank your reader for considering you.

Yours Sincerely,

John Doe

John Doe

Enc. Resume

Commented [CLC1]:

Tips to Remember When Writing Your Cover Letter:

- Do not exceed one page
- Address the letter to a specific individual
- Sound positive and confident
- Write an attention-getting introduction
- State the position you are applying for
- Focus on relevant qualifications you wish to emphasize
- Prepare individual cover letters; a form letter will not do
- Request a personal interview in your cover letter

Commented [CLC2]: Current date

Commented [CLC3]: Contact the person where you are applying

Commented [CLC4]: Name of the Organization

Commented [CLC5]: Name of the department

Commented [CLC6]: Address of the organization

Commented [CLC7]: City, state, and zip code

Commented [CLC8]: Name the position you are applying for

Commented [CLC9]:

- Address the contact person
- If you do not have a contact person address to "Hiring Manager"

Commented [CLC10]: **Example:** In response to your recent advertisement please accept this letter in application for the Human Resources Department Manager position currently available within your department. Based on my education, experience, and skills I believe that I would be a strong candidate.

Commented [CLC11]: **Example:** As you can see from my enclosed resume, my degree in Business Management, skill level and experience would add value to your department. I enjoy interacting with different people and building professional relationships with them. In addition, my exciting personnel characteristics would build an atmosphere of professionalism and communication with the company's staff as well as its customers.

Commented [JV12R11]:

Commented [CLC13]: **Example:** I believe that my organizational skills and my outgoing personality will enable me to contribute to your high standards. In addition, I am a self-motivated individual who gets the job done. I am also fluent in both English and Spanish and proficient in many computer software programs.

Commented [CLC14]: **Example 1:** I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time (I will be in contact with you within a week to arrange an interview.) Thank you for your consideration.

Commented [CLC15]: Your name and sign above

Commented [CLC16]: Always attach and send your cover letter with a resume