

Cover Letter Guidelines



GENERAL INFORMATION: The cover letter or letter of application should highlight your qualifications and call attention to your resume.

FORMAT: Print your letter on 8 ½ x 11 inch good quality bond paper and mail it in a business envelope. Proofread for spelling. Address it to a specific person by name and title. Identify the specific position for which you are applying.

FIRST PARAGRAPH: In your initial paragraph, state why you are writing, the specific position or type of work for which you are applying and how you learned of the opening (student employment office, classified ad, friend, etc.). Use a compliment or specific knowledge about the company. This creates interest, and the reader is more likely to continue reading your letter. Tailor the letter to the organization. This reflects that you are genuinely interested in the job and you are not sending out form letters.

SECOND PARAGRAPH: Briefly explain why you are interested in the position, the organization, its products or services. State how your academic background or experience makes you a qualified candidate for the position. If you have had some practical experience, point out your specific achievements or qualifications.

THIRD PARAGRAPH: Refer the reader to the enclosed resume or application which summarizes your qualifications, training and experience as it relates to the position for which you are applying.

FOURTH PARAGRAPH: Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number with area code in the cover letter and offer any assistance to help in a speedy response. Close your letter with a statement or question which will encourage a response or take the initiative by indicating a day and date that you will contact the employer to set up a convenient time for a personal meeting.

Sample Cover Letter

Janet Cole
1600 Novice Road
Columbia, South Carolina 29210
(555) 555-5555

November 10, 2008

Mr. Sam Brunson, President
Skagway Corporation
144 Corporate Blvd.
Columbia, South Carolina 29206

Dear Mr. Brunson:

I learned of Skagway Corporation's need for a computer programmer through the Student Employment Services' online job listing at Midlands Technical College. Next month, I will be graduating from Midlands Technical College and would like to pursue a career in data processing with a company like yours.

My education and work experience would be an asset to Skagway Corporation. While reading your listing I was excited to see how closely my course work in data processing and business aligns with your needs. I have a firm grasp of a variety of the computer applications needed to make your business run smoothly and I learn quickly.

I am a responsible person who is concerned with performance and accountability. I have enclosed my resume for your consideration. Please note the list of courses that I have taken which directly relate to the position. I also have two years of supervisory experience, gained while working my way through college.

I would welcome an opportunity to discuss with you how I might best meet your needs. I am available to meet with you at your convenience. I look forward to hearing from you soon.

Sincerely,

Janet Cole
Enclosures

Sample Cover Letter

Ryan Moody

121 Stone Street Columbia, South Carolina 55555
(555) 555-5555 ryan.moody@hotmail.com

June 10, 2008

Mr. Tom Boone
Human Resource Manager
LP Management, LLC
222 Longbranch Avenue
Augusta, GA 55555

Dear Mr. Boone:

Your listing for a Systems Analyst on Monster.com caught my eye. While reviewing your requirements I was pleased to find that I meet or exceed all of your needs.

Your Requirements:

Associate Degree in Computer Technology
2 years of experience
Superior communication and customer service skills

My Qualifications:

- ✓ Associates in Computer Technology from Midlands Technical College
- ✓ 4 years of systems analyst experience
- ✓ Consistently given high marks for customer service and communication skills in yearly evaluations
- ✓ Increased client base by 32% at last position

Please review my resume, where my skills are further illustrated. I look forward to hearing from you regarding an opportunity to discuss your needs and my skills.

Thank you for your consideration.

Sincerely,

Ryan Moody

Attachment