

## How to Write a Cover letter

Tips: Cover letters should be a one-page letter introducing your resume.

### **Paragraph One:**

The first paragraph should explain why you are sending a resume, what ad you are answering, who referred you to the company, how you knew the company was expanding, and any other reason you have to send your resume to that particular company.

### **Paragraph Two:**

Explain why the company should hire you by emphasizing how your experience meets the job requirements, your training is transferable to the company's needs, and how your accomplishments have potential value to the company. Refer to your resume but do not repeat your job description. This is your chance to emphasize why you are the right applicant for the job. Sell yourself!

### **Paragraph Three:**

Ask for a response. No sale presentation is complete and no sale is ever made unless the sales person asks for the order. This is the most sophisticated sale you will ever make, so use finesse in what you say and how you say it. And you must ask!

Here is an example of paragraph three...

My resume is enclosed for your review and consideration. I would appreciate a personal interview to discuss the possibility of becoming a { \*\*\*\* } in your facility. I will contact you in the near future to arrange a convenient time for a personal interview. Thank you for your time and interest.

## Sample Cover letter

The structure should look like this:

**Name**

Address

[ Company address and info here ]

Dear [ Name of person that is hiring ],

I am writing in response to your posted advertisement for a Human Resource Manager. I believe that my personal qualities and education have provided me with preparation for the job as described in the posting. [ fill in skills listed ] My resume is enclosed but let me summarize the key points. . .

I would be a great asset to your company because my schooling experience has taught me scheduling, organization, and the ability to methodically work through tasks. I, as a History graduate have learned and needed writing skills and the capacity to process and absorb information. When I know what needs to be done and know how to do it then I will do it without complaint, and usually without the need of much provocation. I work well alone and am not a restless personality. I am honest, objective, and even-tempered; I do not cause strife or get on people's nerves.

I am confident that my knowledge and abilities would be of value to your organization. I would like to request a few minutes of your time and look forward for an opportunity to meet with you at your convenience. I feel that this letter and resume only demonstrate one small portion of whom I am. I believe that you will be pleased with my experience, commitment and strong work ethics.

Thank you for taking the time to read and review my application. I hope to hear from you soon. If you have any questions in the meantime, please do not hesitate to call.

Thank you,

Name

