

# COVER LETTERS

(Also called: letters of application, intent or interest)

## BASIC PRINCIPLES FOR WRITING COVER LETTERS

- Address the letter to a real person, do your best to find the name of the person you are writing to.
- Show some enthusiasm about the position and company.
- Research the employer. Write something that indicates that you know about the company.
- If you have a job description, show that you match that description.
- Briefly explain why (knowledge, skills and experience) you are the right person for the organization and position (2<sup>nd</sup> paragraph).
- Highlight one or two of your most significant accomplishments or abilities relevant to the position (2<sup>nd</sup> paragraph).
- Be positive and confident in tone, content and expectations. Write in active voice.
- Check the spelling and grammar, and have others read the letter.
- Vary your sentence structure. (Don't start every sentence with "I".)

## TO HELP YOU GET STARTED

Below are some opening lines to help you give you some direction and ideas to start putting your cover letter together. Remember that although some of these ideas may sound great, you are the one who needs to decide how best to present yourself—not only professionally but by writing a letter with which you are comfortable and that accurately represents you as a person.

### *First Paragraph*

- It was encouraging to see the..... position posted on your web site because I am confident that my skills and experience fit what you are seeking.
- Rachel Hamilton, your Marketing Director suggested that I contact you regarding...
- I am applying for the... position at...because...
- My professor, Dr. Jim Nichols, informed me about the opening ...

### *Second Paragraph*

- My qualifications and experience include...
- In May I will graduate from Crown College with a degree in...
- Your company interests me because...
- The experience I have gained in the accounting field...
- I have worked at developing the skills...by
- My record includes many accomplishments including...
- I have specialized/ or focused on...
- Your company's efforts to.....have attracted me because...

### *Closing Paragraph*

- Thank you for considering me for this opportunity.
- I would appreciate an opportunity to discuss how I can contribute, or serve...
- I look forward to interviewing for this opportunity.
- During the week of ... I will be in Chicago and would be available to meet with you.
- Next week I will call you to discuss how my skills and experience can benefit your organization...