

PRACTICE

Writing the Cover Letter

Your Full Name
Address
City, State, Zip

Date

Company Name
Attn: Name of Interviewer or Manager
Interviewer's Title or Job Position
Company Address
City, State, Zip

Dear (Mr. or Ms.) _____:

Explain why you are writing. Give the job title of the position you are qualified to fill. Ask for an opportunity to interview for the position. If someone known to the interviewer referred you or solicited your application, this is the time to mention that person.

Explain why you would like to work for this company. Do they have great customer service, a good reputation, make a good widget? If you don't live in the area where the job is located, why would you like to relocate there?

Sell your job-related skills, but don't get too personal. Describe one or two best qualifications on your resume and how they relate to this particular job. If you just graduated, say so. If you have had similar job experience, say so.

Tell them you will follow-up with a phone call to see if the interviewer can schedule some time to talk to you. Give a date and time you will call and stick to that time.

Sincerely,

Your Signature

Type your name under your signature
Your telephone number with area code