Cover Letter Guide
Purpose

To tell the employer what type of position you are seeking and provide your resume objective
To entice the employer to learn more about you by reading your resume
To impress the employer by showcasing your knowledge about the company and/or its goals
To show the employer how well you can express yourself

Getting Started

Address the letter to a specific individual
Try to find the name and title of the person responsible for hiring, if you cannot find the name of the specific individual, then address the cover letter regarding the position title. That way the reader will know that you want to apply to that specific job and you are not sending your letters out in mass quantities.

Write an attention-getting introduction
Remember, you are trying to entice the reader to want to get to know you better, and ultimately hire you.

State the position for which you are applying and point out your relevant qualifications
Do not merely repeat the contents of your resume. Select specific experiences relevant to the job and discuss them. Fill in the blanks your resume leaves open. Tell the employer why you are uniquely suited for the job. Avoid using “I” to start every sentence.

Tailor your letters to the needs of the company and requirements of the position
How will the employer benefit by hiring you? What is the information that you want to stress about the organization? Research the workings of your chosen industry and let them know you are aware of — and possess — exactly what it is that they are looking for.

Thank You Letter

Following an interview, promptly write the interviewer(s) a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.
- Thank-you letters can be hard copy typed, handwritten or e-mailed depending on the situation.

Don’t forget to sound positive and confident!
THE STRUCTURE OF THE COVER LETTER

Date
Your Street Address
City, State  Zip Code

(Space down four spaces)
Mr./Ms. Recruiter’s Full Name
Recruiter’s Title
Department Name
Company Name
Street Address
City, State  Zip Code

Dear Mr./Ms. Last Name Only or RE: Position Title:

The opening paragraph should state **why you are writing** and why you are interested in the organization. If you are writing a letter of application, you should name the specific position for which you are applying. Also, tell the employer how you became aware of the vacancy. If a former employer or someone else referred you to the employer, this is the best place to drop that person’s name and mention that he or she suggested you write. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not titles, when trying to determine if a vacancy exists.

The second paragraph is where you draw attention to your resume and highlight specific skills relevant to the potential employer. This paragraph is devoted to explaining **how you are qualified**. Cite achievements and qualifications related to the position desired. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them.

The third paragraph states **why you are right for this job**. Use this paragraph to demonstrate your knowledge of the employer and their goals. Tell them why you should be considered for the position for which are applying. A little bit of homework on the company or the industry can really pay off by showing the employer that you are serious about your application, and informed about the type of work and experience that it requires.

The **closing** paragraph ends the cover letter with appreciation. In your closing, thank the employer/hiring contact for their time. Restate your phone number and e-mail address in case this becomes separated from your resume.

Sincerely,

Your Name Typed

Remember if you do not know the hiring contacts name then state the specific position title to which you are applying.

Do not indent paragraphs, use block format style letter as seen above.
April 9, 2010

9781 College Drive
Columbia, Maryland 21044

Mr. Jake Ryder
Managing Editor
Amazon.com
P.O. Box 6898
Seattle, Washington  98961

Dear Mr. Ryder,

While researching publishing companies online, I discovered an opening on Amazon’s website in the editorial department as a category writer. I would like to be considered for this position at the company headquarters in Seattle. This May, I will graduate from the St. Mary’s College of Maryland with a degree in English, and I would like to use the skills and knowledge that I have gained throughout my experiences.

I have had extensive experience in feature writing at newspapers and magazines, along with writing creatively in the corporate world. However, my true interest lies in new media and how to merge innovative writing with cutting-edge technology. For the past year, I have worked for Hawk Radio at St. Mary’s College of Maryland. I have written and created my own material for each show I produce, and I often help my peers with any questions or concerns they may have about their own subject matters. In addition to my radio experience, I have worked as a reporter for the health, science and environment beat for the Point News, our student newspaper, and as a features editor for The Enterprise. I am confident that I could bring creativity, professionalism, and style to the job.

I understand that Amazon.com has been on the forefront of technology since its beginning in 1995. With my flair for the creative and my ability to reach a multitude of readers, I believe that I am well-suited to help your company expand well into the millennium. Your mission to transform internet buying into the fastest, easiest, and most enjoyable experience possible is one that I could aid substantially with not only my writing experience, but with my innovative ideas and ingenuity.

I know that my qualifications and background make me an excellent candidate for this position. Please feel free to contact me at harper@harper.com or (123) 456-7890. Thank you for your consideration.

Sincerely,
Harper Scott
THE EXAMPLE OF A THANK YOU LETTER

April 9, 2010

9781 College Drive
Columbia, Maryland 21044

Mr. Jake Ryder
Managing Editor
Amazon.com
P.O. Box 6898
Seattle, Washington 98961

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to talk to me about the Project Coordinator position with Booz Allen Hamilton. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and your team, I believe that I would be a perfect candidate. I enjoyed learning about the aspects of your organization and the new initiatives that I would be working with and creating.

In addition to my enthusiasm for performing well, I know that my qualifications, combined with my character, make me an excellent candidate for this position. I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position.

Thank you again for your time and consideration.

Sincerely,

Your Signature
or
Your Typed Name

Printed and Mailed:
If you are printing and mailing a thank you letter it should be in standard business letter format including: date, sender’s address and your address

Emailed:
When emailing a thank you letter you only need to include: salutation, body, and typed signature.

Hand Written:
If you intend to send a hand written thank you it should be in a thank you card, and would only include: salutation, body, and hand written signature.