

Cover Letters

A cover letter is an important business letter that accompanies your resume when it is mailed to an employer. Its purpose is to introduce your resume and to give you an opportunity to exhibit your personality and qualifications.

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If a resume or other enclosure is used, note in letter

Use complete title and address

Your Street Address
City, State, Zip

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If possible, address it to a particular person by name

Contact Name, Title
Employer
Address
City, State, Zip

Salutation:

Opening Paragraph State why you are writing, name the position or type of

Make the addressee want to read your resume t engage his/her curiosity; be personable and enthusiastic

Be brief and specific; your resume contains the details

Top and bottom margins should be equal

Always sign letters if sending via postal mail

Invited Style in Block Format*

Heather Barker
702 Oaktree Terrace
Bridgewater, NJ 08807
609-630-9999

September 1, 2015

Mr. John Janson
Human Resources Department
Miller Multiplex Corporation
8 Sumner Court
Haddonfield, NJ 08000

Dear Mr. Janson,

As I read your ad in the Gazette for an accountant, I knew immediately that I could offer exactly the solid experience and skills you describe.

At Stockton University, I worked in the financial accounting field full-time. In my present position, I not only have further developed my management and technical skills, but greatly reduced the operating costs and time spent recording routine financial accounting services.

I am convinced that I am particularly well suited to meet the challenges of your position. Within two weeks I will contact you to confirm that you have received my application material. At that time, I would welcome the opportunity to schedule a personal interview to further discuss my potential fit with Miller Multiplex Corporation.

Thank you for your time and consideration.

Very truly yours,

Heather Barker
barker@yahoo.com

Enclosure

*The writer is responding to a classified ad in a specific publication. Note how she confidently states that she possesses the necessary skills, and then supports the statement with facts.

Referral Letter in Block Format*

1245 Panhandle Lane, Apt. #3
Egg Harbor Township, NJ 08111

February 12, 2015

Mr. Steven Jones, Manager
XYZ Company
2459 Palm Avenue
Los Angeles, CA 90046

Dear Mr. Jones,
