

About Cover Letter Writing

Resumes show that you can do the work. Cover letters show that you want to do the work.

The cover letter is placed on top of the resume and is usually the first part of your presentation to prospective employers. Cover letters are written to personalize the job application process. A quality cover letter should state the specific skills you have that are required for the position you are seeking - spotlight your unique qualifications for a particular job. To make a great first impression you need a dynamic cover letter.

Cover letters should:

1. Be directed to a specific individual if possible.
2. Be well researched and written – focused on the specific requirements of the position for which you are applying.
3. State only your very best qualifications.
4. Request a meeting/interview with the potential employer.
5. Show knowledge of the company by referring to what it does, where its plants/offices are located, number of employees, growth pattern, website, most recent contracts, or stock value.
6. Reflect knowledge of duties and responsibilities of the job for which you are applying.
7. Describe the qualifications you possess that match the qualifications required for the position.
8. Include your qualifications; skills, knowledge, experience, education, and attitudes that most closely relate to the job requirements.
9. State any unique qualifications you possess that other applicants may not have.
10. End on a positive note and by suggesting an interview. “I would welcome the opportunity to meet with you to further discuss my qualifications for the position. I am excited about the opportunity to work for a company with the quality reputation of ABCDEF Company.”
11. Be produced with high quality print on quality paper that matches paper used for the resume.
12. Be mailed/delivered unfolded and neatly addressed in a 9x12 inch envelop.

For additional information about cover letter writing visit the CAP Center website at www.rowan.edu/studentaffairs/cap/.

COVER LETTER WRITING

Sample Format

Your present address
City, State & Zip Code
Preferred phone number
E-mail address

Date of correspondence

Name of Individual
Title
Name or organization/company
Address
City, State & Zip Code

Dear Dr. /Mr. /Mrs. /Ms. Last Name:
Do not address “To whom it may concern.”

PARAGRAPH ONE

State why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position and why you want to work for this company. Check the company web site and mention something about the company that interests you.

PARAGRAPH TWO

Describe your professional/educational qualifications but do not restate your resume. Sift one or two areas of experience which specifically qualify you for the position. Emphasize particular areas of experience and training that match those mentioned in the job description. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you look forward to a future response and that you would like to schedule an interview. Include your home phone number and/or cell phone number. Thank them for their consideration.

Sincerely,

Your signature

Your typed name

Enclosure