



Winning Cover Letters

Cover letters highlight your resume and make a positive connection to employers.

Cover Letter Tips

Your cover letter must:

- ✓ Highlight your professional skills, particularly those required of the job for which you are applying.
- ✓ Demonstrate to the employer that your skills are of value to their organization.
- ✓ Be perfect in spelling, grammar and punctuation.
- ✓ Be neat and clean, on good resume paper if submitting by mail.
- ✓ Your cover letter should be no longer than one page and personalized directly to the employer.

[See the example on the reverse side of this Tip Sheet.]

NAME

CITY/STATE • E-MAIL ADDRESS • CELL PHONE • LINKEDIN PROFILE URL
[This header should match the top of your resume providing you with a unified "brand".]

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

The contact information to the left is only necessary if you are sending your cover letter and resume by mail.

Dear Mr./Ms. _____ (Address the letter to a specific person and include their title, whenever possible. DO NOT USE "Dear Sir" or "Dear Madam" or "To Whom It May Concern". Call the company to determine the person who should receive the letter or email. The organization may suggest that you address it to a department position, such as Human Resources Recruiter.)

In the first paragraph: State the reason for writing. Name the specific position or type of work for which you are applying. Mention how you learned of the opening.

In the second paragraph: Explain why you are interested in working for this employer and highlight the specific skills you offer that make you UNIQUELY QUALIFIED (a perfect match) for this position. Do not repeat the information on your resume. Include something special or unique about yourself that will benefit the employer in meeting its' mission, goals, or current projects. Examples might include recent training you completed, a project in which you were involved, or an innovative idea you introduced that was implemented.

In the third paragraph: Mention that your resume is enclosed (or attached, if sending via email) and indicate your desire to meet with the employer. You may want to suggest alternate dates or times, or simply advise them of your flexibility to the time and place. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you will be in the area on a certain date and would like to set up a meeting, or you will call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

Sincerely,

(Your signature in blue or black ink)

Your typed name

Enclosure (or Attachment)

(Remember, the reader will consider this an example of your writing skills; be professional with NO errors.)

Cover Letter Example (Customer Service Representative Example)**MARIE BLAZER**

CITY/STATE • E-MAIL ADDRESS • CELL PHONE • LINKEDIN PROFILE URL

December 15, 2018

Jessica Franklin
Team Manager
ABC Food Distribution, Inc.
3211 Halley Road
Phillipsburg, IL 24808

Dear Ms. Franklin:

I am responding to the Customer Service Representative position your company advertised on November 20th on the Employment For Seniors website. I was very excited to learn from a recent news release that ABC is hiring to meet new business in our area. I believe my skills and experience make me uniquely qualified for this position. I have enclosed (or attached) my resume for your consideration.

Below are accomplishments that I believe would make me a valuable member of your team:

- During my 8 years with the food distributor, RHM Foods, I consistently met or exceeded customer satisfaction metrics.
- At Alta Products, as part of a continuous improvement initiative, I led CSR focus groups charged with making recommendations to leadership.
- Throughout my career, I have proven my ability to learn new systems and procedures with speed and accuracy.

I would welcome the opportunity to discuss how my skills may be leveraged to benefit ABC Food Distribution. Please do not hesitate to contact me if you have any questions about my qualifications or availability. If I do not hear from you by next week, I will contact your office to see if you would like to schedule a time to meet.

Thank you for your time and consideration. I look forward to hearing from you soon.

Regards,

Marie Blazer

Enclosure (or Attachment)