

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
ACCESSING CAREERS THROUGH EDUCATION

Cover Letter

The **Cover Letter** introduces you, explains your purpose for writing, highlights a few of your experiences, skills and achievements, and requests an opportunity to meet personally with the potential employer is an overall view of your work experience and accomplishments.

Sometimes you may send a cover letter if they don't ask for it, but take in mind that some employers might not read them if they did not request them; that's just how the real world is. However, it is a good idea to submit a cover letter even if the job opening does not request one. You will make a good impression and your application will stand out. Again, it is up to you.

The **Cover Letter** (see following page) usually has three paragraphs, is neatly typed, well organized and grammatically correct. It's helpful to address the letter to a specific person. A call to the company requesting the name and correct spelling is the best strategy.

Paragraph 1: State the reason for the letter and where you found out about the job opening. Also mention what job you're applying for.

Paragraph 2: Explain how your skills and personal traits match the job. If your experience is limited, focus on your traits. Mention your interest in the type of work involved (Example: It has always been my career goal to work in the field of _____).

Paragraph 3: Tell the employer that you would like an interview and feel that if you are hired, you will do an excellent job. Thank employers for their time and express that you are looking forward to an interview.

Once this basic letter is written, you can change the specifics and apply for a number of different jobs. You will use this type of letter with an attached resume throughout your career any time you change jobs and want to apply for several positions.

Below is a detailed, proven formula for a cover letter.

Sent by email to:
Ms. Mary Smith
msmith@abc.com

Sent by fax to:
Ms. Mary Smith
(760) 123-1234

Ms. Mary Smith
Human Resources Manager
ABC Company, Inc.
10572 Main Street
Brawley, CA 92227

Mel Ramos
17697 Pinero Street, #197
Brawley, CA 92227
(858) 279-9999 • mel.ramos@email.com

This is YOUR info!

If you don't have the person's name, you may either call to find it out or address it to the title of the person, usually the Human Resources Manager, and use "To Whom It May Concern" or "Dear Human Resources Manager" as the salutation.

April 4, 2009

(Use the format from one of the boxes above to create a proper inside address)

posting on the _____ website
ad in the *Imperial Valley Press*
ad in the *Penny Shopper*

Dear Ms. Smith:

Enclosed is my resume in response to your _____ for a (or an)

name of position

In this paragraph, describe your qualifications as they relate to their "qualifications" or "requirements." If they ask for a self-starter who works well under pressure, has excellent communication skills, has a desire to learn, and is a college graduate, tell them, *I'm a self-starter who works well under pressure. My communication skills are excellent, and I have a desire to learn. In addition, I earned my Bachelor of Science degree in business administration in 2007.* This is what they want to know, so give it to them!

Use "Following" if you are faxing and "Attached" if you are emailing

name of position

If you feel my qualifications meet your requirements for a (or an) _____, I would look forward to discussing them during a personal interview. Thank you for your consideration.

Sincerely,

The second paragraph has a structure that is: **I_____.** **My_____.** **In addition, I_____.** It seems to work for almost any situation.

Linda Hickman

Enclosure

Use "Attachment" if you are faxing or emailing.

When sending an email, type the name of the position in the SUBJECT LINE and type the following in the BODY. Be sure you have named the cover letter YOUR LAST NAME Cover Letter and the resume YOUR LAST NAME Resume. Then attach both

Attached are my resume and cover letter in response to your ad for the above-referenced position. Thank you for your consideration.

Sincerely,

Your Name