

## *The Cover Letter*

A COVER LETTER is a one-page letter that is sent with your resume to give an employer a summary about your background & experience as it relates to the job opening. It is a "picture" of YOU and why you want to work for the company.

You should NEVER send a resume without a cover letter. These documents must be tailored to fit each specific job and company.

Employers use your cover letter and supplemental information, in addition to your resume, to help them decide if they will interview you. Tell your story, focus on the contribution you can make to the firm and present yourself in a positive light.

Employers want conscientious people who can do the job. They want to know if you are qualified for the job and if you are interested in the job.

Respond to all information requested in the advertisement for job openings.

Use facts from your research to catch the reader's interest

Research what their products are, what their sales potential is/has been, review the board of directors, and the latest stock market trends, etc. You will impress a hiring manager with your knowledge about the company, and how you see yourself making a contribution.

Write about your current situation. Include your education.

Explain why you are applying for the job: re-entering the workforce, career changing, graduating from school, gaining experience through an internship or part-time job.

Do not include personal information

Do not discuss personal matters or give info on sex, age, race, or marital status.

Proof Read and Spell Check

An employer will not interview you if your documents have a typo or incorrect grammar. The language needs to be simple and direct, the letter needs to be brief (1 page) and neat and well-organized to show you are detail-oriented.

COVER LETTERS NEED TO ADDRESS 4 THINGS:

1. Who you are
2. What you have done
3. What you want to do (should include info on company and your interest)
4. Why should they hire you











Suzy Smith  
12345 El Monte Rd.  
Los Altos, CA 94022  
(650) 949-7229

April 18, 2009

Dear Hiring Manager,

I would like an opportunity to interview for the \_\_\_\_\_ position posted on craigslist.org. I have enclosed a resume for your consideration.

Currently, I am an honor student at Foothill College and will be receiving three A.S. degrees in June 2009. My degrees will be in Chemistry, Biology, and Mathematics. In addition to my interpersonal qualifications, I would bring the following strengths to the position:

- Over two years of experience in the inorganic and organic chemistry laboratory
- Experienced with a wide variety of laboratory equipment and techniques; liquid-liquid extraction, separatory funnel, gas chromatography, IR and NMR spectroscopy
- Always following policy and procedure with a 100% safety record
- Strong analytical and problem-solving abilities with a focus on accuracy and quality
- Solid knowledge of spreadsheet and database software to record and maintain data
- Strong communication skills and the ability to work independently

I am confident that these skills could be successfully applied in the position of Extraction Chemist. Thank you for considering my candidacy. I look forward to meeting you. I can be reached at (650) 949-7229 or by email at [georgemartin@yahoo.com](mailto:georgemartin@yahoo.com)

Sincerely,

Suzy Smith

Jane Doe  
janedoe@hotmail.com  
12345 El Monte Rd.  
Los Altos Hills, CA 94022  
(408) 123-4567

April 26, 2009

Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, CA 94022

Dear Committee Member,

As a professional who provides employment and training services to a diverse clientele, I find it inspiring to strengthen my abilities through helping others. I would like to express my interest in the position by briefly highlighting my skills that apply to the position.

Over the past five years, I have had the pleasure of being apart of wonderful organizations whose goals were to provide support to individuals in need of specific services. In addition to my professional experience, I enhanced my knowledge by participating in Master's Degree program. As a student in the Counseling Education program at San Jose State University, my training has centered on working with and understanding students' various issues related to academic success, job searching, career



12345 El Monte Rd.  
Los Altos Hills, CA 94022  
(408) 123-4567  
September 17, 2010

Dear Hiring Manager,

In response to your advertisement in the San Jose Mercury News indicating an opening for a receptionist, I have enclosed my resume for your consideration.

Throughout my six years of experience working at a variety of companies in the Bay Area, I have maintained a professional and positive environment for customers, co-

## Thank you Letter Guidelines

You just finished a great interview. You're confident that they will give you a job offer. Now all you have to do is wait, right? Wrong! Don't forget to send a thank you letter! This is the final personal touch that may convince the employer that you are right for the job.

When should you send a thank you letter?

- after a job interview
- after an Informational Interview
- following a Career/Job Fair event
- Timing: Send the letter within 24 hours of the event
- Letter Style: Choose a letter style that fits the industry. For instance, if you are applying to a traditional banking position, you may want to send a type written formal letter. If you are not sure of what style to use, the safest best is to go with a formal typed business format.

Possible Styles:    Business Format Typed  
                              E-mail Letter  
                              Handwritten note

- Add/Remind/Restate: Add something that you may not have had the chance to say during the interview. Remind the employer of the reasons why you are uniquely qualified for the position. Restate why you are the best candidate for the job.
- Personalize: If possible briefly mention something that occurred or was said during the interview. You must personalize the thank you notes to each person. Do not write the same thing because they may compare notes.
- Who do I send thank you letters to? If possible, send a thank you to each of the people that interviewed you. Sometimes this is not possible, so then you should send the thank you to your primary contact and ask that your message be forwarded to the rest of the team or department. You need to send the letter the day after the interview. Make sure you get business cards/contact info from each of the interviewers, so that you can follow-up with them later (and/or to send a thank you note).

Sam Smith  
12345 El Monte Rd.  
Los Altos Hills, CA 94022

May 1, 2007

Bill T. Thomas  
Director of Human Resources  
American Financial Group  
12345 First St.  
San Jose, CA 94022

Dear Mr. Thomas;

Thank you for giving me the opportunity to present my qualifications for the *Marketing Assistant* in your financial department. It was a pleasure meeting you on Friday, April 24.

I am very excited about the job, and I was especially impressed with the information you provided about the future of the company and the potential of the position.

As I explained, my goal is to achieve a successful career in corporate marketing, and from what you told me about the duties and responsibilities, I believe I can do the job well. I know I will make a real contribution to your marketing programs.

If you have any questions or concerns, please contact me at (650) 949-7229. Again, my thanks for your courtesy, and I hope to hear from you soon.

Sincerely,

Sam Smith

Mary Smith  
12345 El Monte Rd.  
Los Altos Hills, CA 94022

May 1, 2010

June Prune  
Hiring Manager  
Any Corporation  
12345 First St.  
San Jose, CA 94022

Dear Ms. Prune;

It was a pleasure meeting you and Joyce Royce last Friday to learn more about the products and services provided by Any Corporation. The *Executive Assistant* position sounds like the ideal opportunity to apply my administrative and organizational skills to the overall operation of your firm.

The qualifications I would bring to the position include:

- Nine years of experience handling all office functions, including preparing and generating letters and reports, payroll, accounts payable/receivable, and customer service.
- Organizational proficiency with Barnes & Noble Inc., reflected in my revamping the record storage system to reduce records access time by over 60 percent from the previous system.
- A scrupulous attention to detail, which led me to discover and correct over \$125,000 in duplicated and incorrectly assigned labor charges.
- Experience working with a variety of both PC and Macintosh applications, including Microsoft Word, Excel, PowerPoint, and Quickbooks.

I am confident these skills could be successfully applied to the position of Executive Assistant. Thank you for considering my candidacy. I look forward to hearing from you.

Sincerely,

Mary Smith

