

Cover Letters:

Cover letters are necessary *each time* you respond to a job posting – whether it is from a job search engine, an employer website, a newspaper, or our job binders. A cover letter introduces you and your resume and demonstrates how your qualifications and skills fit the requirements of the job. Carefully review each position description to adapt your cover letter to the skills and qualities listed. Be sure to provide details and solid examples of how your skills fit the company's needs.

In today's competitive job market, carefully written cover letters highlighting your most relevant skills and qualities are essential to make you stand out to the employer. Follow the outline below to create a professional and polished cover letter for each job that you apply for. Keep your cover letter to one page.

COVER LETTER OUTLINE

(Set the letter up as a professional business letter like below, or use your "personal letter head")

Your street address
City, State, zip code
Phone number

July 20, 2005

Name, Title
Business/ Organization
Street Address
City, State zip code

Dear Ms. _____:

Paragraph 1

State what position you are applying for, where you heard about it, and list the reference number. If you heard about it from someone in the company, get their permission to drop their name in the cover letter. Either way, be sure to create an "attention-grabber," which is a statement to hold the employer's attention to make you stand apart from the competition.

- Your entry-level management position (REF#34456) advertised on BostonWorks is an excellent fit with my qualifications, as the enclosed resume will attest. My background includes one year of retail experience as an intern at Gap, Inc. as well as a Bachelor of Science in Management from the University of Massachusetts at Boston..... remember your attention-grabber!

Paragraph 2

Here is where you state why the employer should hire *you*. State how your experiences and skills relate to the position. You might state related coursework you have taken or other activities that you have been involved in that relate to the position. Be prepared to back up any claim you make with experience or coursework. Provide concise details and examples.

- I offer particular expertise in the high tech sector, with in-depth knowledge of networking technology...

Paragraph 3

This is the sell. Ask for the interview to discuss your qualifications in more detail. Tell how motivated you are to work for their company. (If you are!) Mention that you will be calling their office soon to set an interview time. (But only, if you plan to do so!)

- I will follow up with you in a few days to confirm that you have received my materials. In the meantime, you may reach me at (phone number) or via email at (email address – Remember to use a professional email address that includes your first and last name. Your best bet is your UMB email; however, firstname.lastname@yahoo is appropriate as well). I look forward to our conversation.
- I would appreciate an interview with you at your convenience, and I can be contacted at any time. Thank you in advance for your time and consideration.

Paragraph 4

Thank them for their time and consideration.

Sincerely,

Your signature

Your name typed

Enclosure: resume