



A cover letter is a short letter to a potential employer that informs them of your interest in working for their company and how your qualifications relate to the available position. A cover letter is an opportunity to expand on your work experience, specific skills, and education/training. **You need to send a cover letter with your resume.** Many companies actually throw away applications that do not have a cover letter.

**General Structure:**

**Letter header** – Contact information

- Today's date
- Address of recipient
- Dear Mr/Ms \_\_\_\_\_. DO NOT just write "To Whom It May Concern". If the job posting doesn't give a name, call the company and explain what position you are applying for and that you wanted to know to whom you should address your cover letter.
- Re: Position title & Reference Number ( if one is listed)

**Paragraph one**– Express your interest in the position (2-4 sentences)

- State how you found the job, such as from a friend/relative, specific website, etc. **If you found out about the job from someone who already works there, be sure to mention it**
- Express your desire and enthusiasm for the available opportunity and working for that company

**Paragraph two**– Provide some specific highlights of your experiences (as they relate to the position). This second paragraph must clearly communicate how your skills and experiences match the posted job description & how these will benefit the company (4-6 sentences).

- Explain your qualifications, accomplishments, and other experiences you can offer the company. Set yourself apart by giving a specific example of an achievement in a previous position or discussing something you excelled at
- Address how your skills, expertise and/or experience relate to the employer's needs

**Paragraph three**–The third paragraph restates your interest in the company and position and asks the employer to contact you (2-3 sentences).

- Thank the person for his/her time and consideration.
- Express desire to further discuss your qualifications (i.e. an interview).
- Mention that your resume is attached

## Cover Letter Template

Today's Date

Person's Name  
Job Title  
Company Name  
Street Address  
City, State Zip

Re: Position title & Reference Number (*i.e. Customer Service Representative #A22714*)

Dear (Mr./Ms) \_\_\_\_\_,

I recently learned of (company's name) need for a (position title) and wanted to express my interest in the position. I have worked for more than \_\_\_ years in the (sector/job type) industry and am confident that my (name a strength of yours that relates to the position) would be of great benefit to (company's name).

As a (previous position title) at (previous company or companies worked for), I have ample experience (something related to the position for which you are applying). I also developed skills in (something you learned or did that would interest or benefit the employer). I believe these experiences and skills would be beneficial in your company's (name a program or service the company provides).

I have attached my resume for your review, and I look forward to further discussing my qualifications with you. Again, I am very much interested in working for (company name). Thank you for your time and consideration.

Sincerely,

Your name  
Phone Number  
E-mail Address

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## Cover Letter Sample

8/16/2009

Jane Smith  
Human Resources Department  
ABCD Company  
5678 Business Lane  
Minneapolis, MN 55000

Re: Childcare Assistant (Reference # AS3690)

Dear Ms. Smith,

I saw your post on Craigslist regarding your need for a Childcare Assistant and wanted to express my interest in the position. I have worked for over five years in the childcare field and believe my experience in this capacity would be of benefit to ABCD Company. I am responsible and patient and would love to work for a company that values children the way I do.

While working as a Childcare Assistant at the YWCA, I was extremely successful in ensuring that all children felt comfortable and included in activities. My supervisor also consistently lauded me for my creativity and ability to engage all age levels through a variety of educational, fun activities. I feel confident that my first-hand experience, combined with my Associate's in Child Development Studies, would be ideal in meeting your company's emphasis on personal attention and early childhood development.

Again, I am very much interested in this position and would love to meet with you to further discuss my qualifications. From what I've read on your website, your values and mission match my passions and interests exactly and I am extremely excited about the position and your company. I have attached my resume for your review and look forward to hearing back from you soon. Thank you for your time and consideration.

Sincerely,

Jane Doe  
555-555-5555  
janedoe@emailaddress.com

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