

COVER LETTER COMPOSITION

*Office of Career Services
University Center, second floor
Shawnee State University
740-351-3213*

Short Business-type letter

Three or four paragraphs

- 1. Why are you writing this letter?**
- 2. Why should they hire you?**
- 3. Ask for an interview.**

The cover letter serves as the introduction to your resume. No resume should ever be mailed without one. A cover letter should be individually created for each position. Your career objective may be part of your cover letter rather than part of your resume if you so desire. The life of your cover letter must be brief, powerful, and informative. Its job is to make the reader so interested in you that she/he will read your resume.

GENERAL OUTLINE FOR A COVER LETTER

Business Letter Format

Use complete title and address.

If possible, address it to a particular person by name.

Make the addressee want to read your resume. Be personable and be enthusiastic.

Be brief and specific; your resume contains details.

Top and bottom margins should be equal.

Always sign letter.

Your Name

Address

Date

Employer's Name and Title

Address

Salutation:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying.

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Closing Paragraph: Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Your name typed

Enc. resume

COVER LETTER SAMPLE

Gina Jarret
1108 Spring Street
Portsmouth, Ohio 45662
(740) 989-4603

February 8, 2009

Dr. Joanne Meyer
Superintendent
Portsmouth North High School
1140 Main Street
Portsmouth, Ohio 45662

Dear Dr. Meyer:

In response to last week's advertisement in the Portsmouth Daily Times for an English Teacher, I have enclosed my resume for consideration.

Having recently graduated from Shawnee State University with a Bachelors degree in Secondary Education, I am certified to teach both English and Special Education. In addition to fulfilling my practice teaching requirement in your district, I participated in a volunteer literacy program tutoring both youth and adults struggling with reading difficulties. I also organized and performed in a variety show at Minford High School that benefited special needs students.

As I fulfilled my student teaching requirements in District 5, I was continually impressed by it high educational standards and its long-standing record of producing students whose SAT scores are among the highest in the nation. I would consider it a great opportunity to teach in such an accomplished district.

I will be calling you on Monday, February 18 to confirm that you received my resume and answer any questions you may have. I look forward to speaking with you.

Sincerely,

Gina Jarret

Enc. resume

LISA STANSFIELD
14 E. ThreePenny Road
Detroit, MI 33290
(313) 555-3489

January 15, 2009

Zan Marketing
500 E. Hubbard Street
Detroit, MI 33909
Attn: Hilda C. Roane

Dear Ms. Roane,

I am interested in applying for your opening for a Marketing Manager at Zan Marketing. I learned of this opening from your ad in the *Detroit Free Press*.

Currently, I am employed as Marketing Director for Seven Eleven, Inc., in Detroit. Some of my accomplishments at this company include the development of a successful marketing campaign, the implementation of marketing strategies to increase sales at less-profitable outlets, and the designing of a training program for store managers and staff.

Zan's positive reputation is well-known throughout the industry, and I am most interested in helping to perpetuate that reputation.

Please feel free to call me for an interview. My resume is enclosed.

Best regards,

Lisa Stansfield