

Content for Cover Letters

425 College Ave.
Orono, ME 04473
August 30, 2017

*Allow three or four lines
here*

Ms. Gloria Smith
Executive Vice President
ABC Enterprises
Portland, ME 04101

*If you know the name,
use it! Otherwise, use
"Dear Personnel
Manager:"*

Dear Ms. Smith:

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

*You may combine your
reasons for wanting this
type of job and a
summary of your
qualifications into one
paragraph*

Middle Paragraphs: Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work.

Middle Paragraphs: Refer the reader to the attached resume, which gives additional information on your qualifications.

Closing Paragraph: Use an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply.

Always sign letters!

Sincerely,

*Allow four lines for your
signature*

Fred A. Summers

*If a resume or other
enclosure is used, note
that in the letter*

Enclosure

*Top and bottom
margins should be equal*

Tips for Writing Cover Letters

The cover letter is an **important** tool in your job application process. A dynamic cover letter that highlights your skills and what you can contribute to the organization invites the employer to read your resume for more details. Effective cover letters should convey a sense of purpose, project enthusiasm for the position, and demonstrate your knowledge of the employer's goals and needs. Conduct research on the employer prior to writing a resume and cover letter to better inform you of their specific needs. The following are some basic hints to keep in mind when composing your letter:

1. Address the letter to a specific person. This may require research on your part or a phone call to the company but will facilitate a more timely response from the employer. Be sure to indicate a specific job title for the person as well.
2. Tailor your letter to the requirements of the position and the employer's needs.
3. Be sure to send a typed and signed cover letter with your resume. Do not send a photocopied or handwritten letter.
4. Sound upbeat and confident to invite the employer to read your resume. Use an active voice for a more effective approach.
5. The letter should be easy to read, typed neatly on a single page (8 1/2 x 11) on good quality resume paper, and free of spelling, punctuation and grammatical errors. Your paper and font should match your resume.
6. Consider proofreading your letter several times and having a career counselor critique it. Save a copy for your records.

Before sending it, ask yourself:

1. Is it clear? Will it "convey that I am a strong candidate" to the reader?
2. Is it concise? Do I say everything I want to say in the fewest words possible?
3. Is it well organized? Am I including relevant information?
4. Am I projecting to the employer the contributions I can make?
5. Have I expanded on areas in my background that are particularly relevant to the position and employer?

Content for cover letters outlines the basic information needed in each paragraph of your letter as well as the format. A letter of application is used to apply to an advertised opening. A letter of inquiry is slightly different and may be used when you do not know if an opening exists but are interested in working for a particular employer.