

## WRITING A COVER LETTER

### What is a Cover Letter?

A cover letter is a letter that you send to accompany your CV or resume (or other documents that provide personal information) when you apply for a job in order to introduce yourself and the material. It is also called a letter of introduction, letter of application, transmittal letter or broadcast letter. It highlights the aspects of your experience that are most useful to a potential employer, and it is important in that it provides a sample of your written communication skills and helps you establish your credibility.

### A Cover Letter Should Include the Following:

Your name  
Your address  
Your phone number  
Your e-mail  
Today's date

Mr./Ms. Employer's surname  
Title  
Company's name  
Address

Dear Mr./Ms. Employer:

### THE CONTENT OF A COVER LETTER

**The First Paragraph:** State what position you are applying for and how you learned about it. If you are responding to an advertisement, state this. If you happen to have been referred and/or encouraged to apply by some influential person in your employment network, identifying the individual by name in this initial paragraph may be beneficial.

**The Second Paragraph:** Emphasize your qualifications and accomplishments. Highlight how your background parallels the requirements of the job you are applying for. Point out some of your most relevant experiences, qualifications or related education. You may also cite specific jobs/internships/activities/projects and accomplishments. You may make use of your resume to come up with some specifics, but never reiterate passages from your resume word for word. In brief, focus on why this company and this particular job are ideal for you.

**The Third Paragraph:** Refer to the enclosed resume and request an interview. It is also vital that you thank the reader for his/her time and consideration.

Sincerely,  
Your Signature  
Your Name  
Enclosure(s)

## **SAMPLE COVER LETTER**

930 Highland Ave.  
State College, PA 16801  
Nov. 15, 2000

Mr. Gerard Berger  
Manager of Human Resources  
Allen Investments Inc.  
1023 Collins Ave.  
Philadelphia, PA 19122

Dear Mr. Berger:

I am applying for the position of client account coordinator, which was advertised Aug. 4 with the career services center at Pennsylvania State University. The position seems to fit very well with my education, experience, and career interests.

According to the advertisement, your position requires excellent communication skills, computer literacy, and a B.S. degree in business, economics, or finance. I will be graduating from Penn State University this month with a B.S. degree in finance. My studies have included courses in computer science, management information systems, speech communications, and business writing. I understand the position also requires a candidate who is team- and detail-oriented, works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at Hunter & Katchur Finance Inc. in Boalsburg, Pa.

My background and goals seem to match your requirements well. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic, nationally recognized investment management firm.

I welcome the opportunity to discuss with you how I might best assist your firm in fulfilling its present corporate needs. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

*Amy Sherwood*

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