Cover Letter Tips

✓ Never send out a resume without a cover letter.

✓ Address your cover letter specifically to the person by name and title who will most likely be interviewing for the job you have in mind.

  • Call the employer’s switchboard to ask for this information.

  • If you are answering a blind newspaper advertisement – one in which the employer is not specified – you can address your letter “To Whom It May Concern” or “Dear Hiring Manager.”

✓ The cover letter should be neat, contain no typos, misspellings or errors in grammar. Employers judge you on your ability to communicate and your ability to manage the presentation of information. A cover letter does both.

✓ Use 8 ½ x 11 paper allowing a border of at least one inch. This allows space for the reader to make notes.

✓ Use the same quality paper as your resume.

✓ Use a clear type face large enough to allow easy reading. Avoid script and other exotic typefaces.

✓ Individualize your cover letter. Each cover letter you write will have a somewhat different slant, depending on what skills are important to the needs of the particular employer.

  • Whenever possible, do some research on the organization or company before you write your cover letter.

✓ Keep it to three or four paragraphs and no longer than one page.

✓ Always close your cover letter with a request for an interview.

  • Suggest a specific time or reason, such as “I will be in your area next week and would appreciate the opportunity for an interview.”
GUIDELINES FOR WRITING A COVER LETTER, STYLE AND CONTENT

YOUR ADDRESS
TOWN/CITY, STATE, ZIP
TELEPHONE#

DATE

NAME OF COMPANY
NAME OF PERSON
TITLE/DEPARTMENT
ADDRESS
TOWN/CITY, STATE, ZIP

Dear Mr./Mrs./Ms.: 

**FIRST PARAGRAPH**  State immediately and concisely which position you wish to be considered for and what makes you the best candidate for that position. Indicate from which resource (Career Placement Services, news media, friend, employment service, etc) you learned of the opening.

**SECOND PARAGRAPH**  Indicate why you are interested in the position, the company, its product or services; above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Remember be brief!

**THIRD PARAGRAPH**  Refer the reader to the enclosed resume or application, which summarizes your qualifications, training, and experiences.

**FINAL PARAGRAPH**  In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Include your phone number and the hours when you can be reached or mention that you will follow up with a phone call within the next several days to arrange an interview at a mutually convenient time.

Sincerely,

*Your Signature*

YOUR NAME TYPED

Enclosure
July 27, 2011

Ms. Judith Proxmire  
Human Resources  
First Financial Services  
186 Lincoln Street  
Boston, MA 02111

Dear Ms. Proxmire:

I recently spoke with Mr. Joseph Randall from your firm, and he strongly recommended that I submit my resume for the position of Staff Accountant.

Both my academic career and my employment experience have prepared me well for a career with First Financial Services. My challenging and competitive academic program has included such classes as Intermediate Accounting I and II, Cost Accounting, Auditing, Accounting Information Systems, Accounting Theory, Advanced Accounting, Federal Income Tax and Tax Accounting, all of which would be particularly useful in your organization. In addition to my coursework, I have worked as an Accounts Payable Clerk at Brockton Credit Union for the last year. While at Brockton Credit Union, I performed basic accounting entries on a daily basis, assisted in the preparation of IRA tax documents and generated credit reports. I can offer First Financial Services these abilities as well as my dedication, energy and willingness to learn new skills.

I would welcome the opportunity to meet with you to explain more fully my qualifications and the ways in which I can contribute to the First Financial Services team. Please feel free to contact me at your earliest convenience.

Sincerely,

Jennifer C. Armstrong

Enc: Resume
439 Darby Street
Hanover, MA  02339
781-826-1111

July 27, 2011

Mr. John Jones
Human Resources
American Pharmacy
One Central Plaza
Holyoke, MA  02000

Dear Mr. Jones:

I am seeking employment as a management trainee with an opportunity to learn the day-to-day operation of a retail pharmacy leader.

As a supervisor of a Customer Service Department and supervisor of an Inbound Sales Department, I feel I have strong customer service ability and business background that should be useful in the retail field.

My excellent communication, organization and computer skills, along with my accounting knowledge and desire to learn about the Retail Pharmacy field would be an asset to your operation.

I have enclosed a resume that will highlight and support my objectives.  I would appreciate the opportunity to meet.

Sincerely,

Mary T. Sample

Mary T. Sample

Enclosure
18 Lincoln Street  
Canton, MA  02021  
781-821-1234  

July 27, 2011  

Ms. Jan Matthews  
Vice President, Human Resources  
First Financial Services  
7 Hancock Street  
Quincy, MA  02169  

Dear Ms. Matthews:  

The Career Placement Services Office at Massasoit Community College recently informed me of a Customer Service Representative II opening at your firm. I want you to know that the job description you provided the Placement Office is in line with my abilities and background.

I have an Associates Degree in Office Administration acquired this past June 2003. I am presently working part time as a Customer Service Representative for Delia’s Clothing in Brockton. In this function I have gained exposure to positive customer service, data entry, written and verbal communication and problem solving skills.

I am enclosing my resume which points out my education and work background. Please contact me at your earliest convenience so that an interview may be arranged.

Sincerely,  

Edward Proxmire  
Edward Proxmire  
Enclosure
Ms. Michelle Stephens  
Human Resources Director  
Community Care Services  
Norwood, MA  02062  

Dear Ms. Stephens:  

Your advertised position of Family Service Worker, which I learned about through Career Placement Services at Massasoit Community College, intrigued me; and I am enclosing my resume for your consideration.

I will be graduating in June from Massasoit Community College with an Associate of Science Degree in Human Services. Having successfully completed two years in a rigorous curriculum and having worked in a social services setting before, I am confident that I will succeed in this position. While at Community Resources, I provided services to families, including home visits, parent meetings and training. In addition, I observed individual and group therapy sessions.

I am currently working in the Boys Secure Detention Unit at the Old Colony YMCA where I provide a secure environment for twenty two residents ages 11-18 on a daily basis and assist residents in developing important life skills. I am excited about this position as it would offer me a chance to use my experience and further my career aspirations.

I am available for an interview at your earliest convenience. I appreciate your time and consideration.

Sincerely,

Ryan E. Malloy

Ryan E. Malloy

Enc: Resume
Ms. Jennifer Hamilton  
HR Coordinator, Nursing  
Brockton Hospital  
231 Crescent Street  
Brockton, MA 02302

Dear Ms. Hamilton:

Please accept this letter and the enclosed resume as a means of introducing myself to you and Brockton Hospital. I am a recently licensed RN excited to begin a career in Nursing.

I have had several internships that have provided an opportunity to apply the theory learned in the classroom to actual clinical settings under the supervision of many highly experienced professionals. In my clinical experiences I’ve worked in team-oriented settings where I was a valuable member in making a difference in the lives of many patients and their families.

As an RN in your facility, I believe that my communication and organizational skills, experience and attributes would be an asset. I am a people-oriented individual who enjoys being of assistance, taking care of others and being an essential member of a team. I love being around people and making a difference in their lives. Knowing there is a great deal to learn in nursing, I am eager to apply what I have learned thus far.

I am seeking a permanent position, part time or full time within your hospital in order to learn, grow, contribute to the lives of others and begin my new career. If I can provide you with any additional information, please do not hesitate to contact me. I would appreciate the opportunity to meet and discuss my qualifications for RN positions now or in the future.

Sincerely,

Lauren A. Ahern

Lauren A. Ahern

Enclosure
July 27, 2011

Ms. Robin Kirby  
Brockton Hospital  
680 Centre Street  
Brockton, MA  02302  

Dear Ms. Kirby:

Paula Southern, a good friend and nurse in your pediatrics unit, informed me yesterday of an opening in obstetrics for a nursing supervisor. I am very interested in working in a teaching hospital and I am enclosing my resume for your review.

Although my resume gives a fairly comprehensive summary of my experience, let me highlight a few of my qualifications:

- Over 10 years of experience as a nurse/nursing supervisor at Whittington Community Hospital in obstetrics, pediatrics and surgery;
- Top ratings on my performance evaluations as a nursing supervisor;
- Success in developing and initiating new orientation and in-service training programs;
- Ability to maintain excellent rapport with medical staff, administration and patients.

I believe that these qualifications make me a strong candidate for your open position. I hope to have the opportunity to meet with you in the near future.

Respectfully yours,

Ryan Ronningen

Ryan Ronningen

Enclosure: Resume
July 27, 2011

Howard Metzger, DMD
South Shore OB-GYN
500 Crown Colony Drive
Quincy, MA 02169

Dear Dr. Metzger:

In response to your ad in the *Patriot Ledger* for the position of Registered Nurse with South Shore OB-GYN, I am pleased to enclose my resume for your review and consideration.

I have over five years of nursing experience. Additionally, I offer excellent interpersonal abilities and strong communication skills. These qualities, combined with my flexibility and dedication, should enable me to make a valuable contribution to your office.

I would appreciate the opportunity to meet with you to discuss your needs and objectives and how I may contribute toward your practice.

Thank you for your time and consideration.

Sincerely,

Laura Hickman, RN

Laura Hickman, RN

Enclosure
July 27, 2011

Dr. Kevin Underwood
South Shore Hospital
55 Fogg Road
So. Weymouth, MA 02190

Dear Dr. Underwood:

Please accept this letter and resume as application for the Registered Nursing position currently available with your outpatient clinic.

As a nurse intern with your clinic, I gained invaluable experience. Not only are the doctors and staff at the Weymouth Clinic competent medical personnel, but also excellent teachers. I learned as much in my internship working with you and your staff as I did in my two-year degree program at Massasoit Community College. By hiring a former intern with your clinic, you will save valuable time and money in training. I am familiar with your procedures already.

I look forward to hearing from you in the near future about my career possibilities at your clinic. My demonstrated skills in nursing and client relations will continue to be an asset to the Weymouth Clinic.

Respectfully,

*Susan Smith*

Susan Smith

Enc: Resume