



Completing the following activity will guide you in writing a clear, to-the-point cover letter. Formatting tips are listed in gray box.

Formatting Tips

Use the same typeface and size as the heading on your resume

Three returns after your e-mail

Five returns after the date

Two returns after the address

Two returns after the salutation

One return between paragraphs

One return between paragraphs

Two returns after last paragraph

Three returns between closing and signature

Remember to sign your name!

Your Name
Street Address
City, State, Zip
Phone:
E-mail:

Date

Hiring Manager's Name
Hiring Manager's Title
Company Name
Company Street Address
City, State, Zip

Dear Mr./Ms: (Last name of hiring manager)

The Opening Explain which position you are applying for and how you found out about the job. Remember to quote a position number if the advertisement listed one. If the job was not advertised in a newspaper or on a Web site, be sure to say where you heard of the opening — a friend or family member who mentioned the position to you, or you saw a Help Wanted sign in a window, or you picked up an application and information at a job fair.

The Middle Connect your experience with the company's needs. Write one to three short paragraphs that describe your qualifications, skills or experiences that directly relate to the position you're applying for. If you haven't done this type of job before, or a similar type of job, it's okay to say that. Tell them you are a hard worker and give an example of when you demonstrated this in another job, at school or on a sports team. List your personal strengths and qualities. *Never* discuss salary requirements. Lastly, tell the employer that you'd *really* like to work for their company.

The End The closing paragraph needs to show your appreciation and produce future action. Reinforce your interest in working there and list how you can be reached.

Sincerely,

Your Signature

See reverse for writing tips and a sample letter!

Sample Cover Letter

Suzanne M. Sample

33 Letter Street

Boston, MA 02148

(617) 555-5555

ssample@yahoo.com

Cover Letter Writing Tips

Things to do:

- Think like an employer
- Research the company
- Use an easy-to-read typeface (Arial)
- Demonstrate problem-solving skills
- Display maturity
- Be honest
- Avoid negative subject matter
- Maintain a confident attitude
- Proofread carefully. No mistakes allowed!
- Customize each cover letter
- Always send original letters...no photocopies!

Common mistakes:

- Spelling or grammatical errors
- Exaggerating your experience
- Overusing the pronoun 'I'
- Not signing your name
- Forgetting to attach your resume
- Forgetting to include your contact information

Checklist:

- My cover letter is one page long
- I've typed my cover letter on an 8.5X11" sheet of white or off-white paper
- I've stated where and how I heard of the job opening
- My phone number is listed on my cover letter
- I have an answering machine/voicemail for the phone number listed. (Outgoing message should be straightforward and professional)
- I've verified the correct spelling of the hiring manager's name
- I've included my positive qualities and skills that relate to the job
- I've spell-checked my letter and had someone I trust read it over for errors
- I've signed my letter

Wow the reader!

Grab the employer's attention in the first paragraph. Begin with a sentence that motivates the employer to read on! Be yourself! Each letter should reflect your personality and enthusiasm. Take pride in who you are and what you've done.

Date

Ms. Krysta Davis
Owner/Operator
Dance for Life
16 Main Street
Boston, MA 09768

Dear Ms. Davis:

I was so excited when Julie Brown, a mutual friend, suggested I contact you about your current opening at Dance for Life. My life-long dream has been to share my passion of dance through teaching at a prestigious dance academy.

As you will read on my attached resume, I have been dancing since the age of two, competing since the age of five and serving as an assistant dance teacher for the last four years at The Dance Academy of Boston.

I am proud to say that I recently won three 'Young Choreographer's Awards.' In addition to my recent achievements, I have also received several Platinum and High Gold awards in Ballet, Tap, Hip Hop, Jazz and Pointe at local and national dance competitions.

I'm hopeful that you'll agree that my qualifications serve as a complete match for your open position. I will give you a call next week to request a time to stop by to discuss my becoming a part of your teaching staff. Feel free to call me at (617) 345-5678, or email me at ssample@yahoo.com.

I look forward to speaking with you soon.

Sincerely,

Suzanne M. Sample