

What to Include in Your Cover Letter

The First Paragraph

- Why are you writing?
 - Response to an advertised opening
 - Asking about a possible opening
- Why are you applying/interested in this particular employer?
 - Their specific training program
 - Their products or services
 - Demonstrate your company research
- Be sure to mention of any contacts/referrals if you have one

The Second Paragraph

- Why are you qualified for this position?
- What key experiences (two or three) and/or academic achievements would help in your qualifications directly for the job?
- Illustrates brevity
- Prove through examples of experiences and activities that you have some of the key skills for the position. (i.e. hard-work, career commitment, communication, problem solving ability, and analytical skills)
- Do NOT repeat the wording in your resume.
- Close this paragraph with a summary sentence of your qualifications and a strong statement about your skills and ability to make a contribution to the firm/company/organization.

The Third Paragraph

- What do you want by giving them your resume? An interview? An opportunity to discuss your qualifications and employment opportunities?
- Can refer to your attached resume.
- State your flexibility for time and place.
- Thank the reader and make a statement about your anticipation of speaking/meeting with them soon.
- You may also state that you will contact the person at a certain time/day to discuss a time for you to interview or meet.

Sample Power Phrases

Consider using adaptations of these phrases in your cover letters:

- ____'s use of advanced digital recording technology is of particular interest to me.
- Your company's management trainee program is particularly unique in its rotational plan and accompanying classroom instruction.
- I look forward to talking with you and will call your office during the week of September 7th to see if we might arrange a convenient time to meet.
- With my educational background, bilingual skills, and business intern experience, I am confident I can make a contribution to your international trade department.
- I would like the opportunity to further discuss my qualifications with you in an interview scheduled at your convenience.
- Please accept the enclosed resume in application for an Assistant Editor position with News Time.
- As a long-time resident of San Diego, I plan to return to the area to develop my career in journalism.