

WRITING YOUR COVER LETTER: WORKSHEET

[Date]

Walter Williams  
Director, Human Resources  
Big Tex Products, Inc.  
1323 West Texas Avenue  
Big Town, Texas 78787

Re: Accounting opening, Job #7876 [if you want to refer to a specific job opening]

Dear Mr. Williams: [or, "Dear Sir/Madam:" if you cannot find a name]

**FIRST PARAGRAPH**: Tell them why you are writing and that you have attached your resume for his/her review.

I am very interested in the accounting position now open in the Big Tex Products business office. To be considered for this opening I have attached my resume for your review.

**SECOND PARAGRAPH**: Tell them in three (A,B,C) most important reasons how you match what they are looking for in this job opening. In other words, what are your three best qualifications?

In May, I will graduate with honors from Northwestern State University with my Bachelors of Science in Accounting (minor in Marketing). While attending NSU, I served as Treasurer of Student Government with responsibility for all financial accounting. In addition, I have two years work experience in bookkeeping at Swamp River Dodge Auto Sales in Natchitoches.

**THIRD PARAGRAPH**: Conclusion and next step. Tell that you want and are ready for this job, and that you will be happy to interview if you are qualified and of interest to them. No begging or overly mushy statements.

I bring a solid work ethic and strong motivation as I begin my professional career as an accountant. If my qualifications match those you seek for this opening, I will be happy to meet with you to further discuss this opportunity.

Sincerely,

*Vic Demon*

Vic Demon

Encl: Resume

*Solicited Cover Letter*

COVER LETTER FOLLOWING A CAREER FAIR

200 Erie Avenue  
Metairie, LA 70002

Date

Ms. Jane Doe  
College Recruiting Specialist  
ABC Company  
12345 Cypress Street, Suite 143  
Natchitoches, LA 71497

Dear Ms. Doe:

I would like to apply for the sales associate position that we discussed during the Career Fair at the Northwestern State University on September 29, 2008. My varied sales experience and my bachelor's degree in Business Administration are my strongest qualifications for this position.

As you can see from the enclosed resume, I have sold a variety of products through my extracurricular activities and have worked in a banking environment through my cooperative education position. My marketing, computer research, and customer relations experiences, as well as my oral and written communication skills, should prove invaluable to increasing ABC's sales volume. I am enthusiastic about pursuing a career in sales with ABC because of its diverse product line and international scope.

I would welcome the opportunity to meet with you and can be reached at (318) 555-1212 from 2:00 until 5:00 daily. I look forward to hearing from you soon.

Sincerely,

Handwritten signature



*John Smith*

John Smith

*Solicited Cover Letter*