

The Cover Letter

A COVER LETTER is a one-page letter that is sent with your resume to give an employer a summary about your background & experience as it relates to the job opening. It is a "picture" of YOU and why you want to work for the company.

You should NEVER send a resume without a cover letter. These documents must be tailored to fit each specific job and company.

Employers use your cover letter and supplemental information, in addition to your resume, to help them decide if they will interview you. Tell your story, focus on the contribution you can make to the firm and present yourself in a positive light.

Employers want conscientious people working for them. They want to see why you want the position as much as they want to fill it.

Respond to all information requested in the advertisement for job openings.

Use facts from your research to catch the reader's interest

Research what their products are, what their sales potential is/has been, review the board of directors, and the latest stock market trends, etc. You will impress a hiring manager with your knowledge about the company, and how you see yourself making a contribution.

Write about your current situation. Include your education.

Explain why you are applying for the job: reentering the workforce, career changing, graduating from school, gaining experience through an internship or part-time job.

Do not include personal information

Do not discuss personal matters or give info on sex, age, race, or marital status.

Proof Read and Spell Check

An employer will not interview you if your documents have a typo or incorrect grammar. The language needs to be simple and direct, the letter needs to be brief (1 page) and neat and well-organized to show you are detail-oriented.

COVER LETTERS NEED TO ADDRESS 4 THINGS:

1. Who you are
2. What you have done
3. What you want to do (should include info on company and your interest)
4. Why should they hire you

12345 El Monte Rd.
Los Altos Hills, CA 94022
(650) 949-7229
March 1, 2001

Name of Person
Company Name
Street Address or P.O. Box #
City, State Zip

Dear Mr. / Ms Smith;

The first paragraph should indicate what job you are interested in and how you heard about it. Use the name of the contact person here, if you have any.

Your employment advertisement in Tuesday's *San Jose Mercury News* indicating an opening for an **administrative assistant** is of special interest to me. Mary Smith, who is employed with your firm, suggested I write to you. I have heard that Rohn Electronics is a growing company and needs dynamic employees who want to learn and contribute to the firm.

The second paragraph should relate your experience, skills and background to the particular position. Refer to your enclosed resume for details, and highlight the specific skills and competencies that could be useful to the company. *If your school work and class projects are all that you have to show, then discuss education before work history.*

During the last five years, I worked as office manager at a law firm in San Jose. In this position, I improved office efficiency by investigating and selecting word processing equipment. I understand that your opening includes responsibilities for supervising and coordinating word processing procedures with your home office. I was able to reduce my firm's operating costs over 30 percent by selecting the best equipment for our purposes. Also, I am proficient in various software programs on both MAC and PC's, such as Microsoft Word, Excel, FileMaker Pro and E-mail.

The third paragraph should indicate your plans for follow-up contact and that your resume is enclosed.

I would appreciate the opportunity to apply my skills on behalf of your company. For your examination, I have enclosed a resume indicating my education and work experience. I will call your office early next week to determine a convenient time for an appointment to further discuss possible employment opportunities.

Sincerely,

Your signature
First Name and Last Name

Employment Services
Foothill- De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Dear Hiring Committee;

I am very excited to learn of this administrative assistant position for the Career/ Transfer Center. I have interest in this position because I see a clear link between what the position requires and what I would like to do in the future. I understand the responsibilities and know that I would be a great asset to this organization as a fulltime staff member. I have a wonderful work history at this college; I believe in the College mission, and I support the “success” of every student. I enjoy serving students, and I have done so during the time I have been working here. As my resume shows, I have carefully completed courses of study that combine marketing and business. I am very proud to say that I also have a great deal of knowledge of Foothill College.

In addition, I would love to be apart of this college as a fulltime staff member working for students. If selected for this position, my goals are to increase services to and help expand student opportunities in career and transfer. I will bring all the qualities that make me a better staff member, develop a better program, and to learn as I do it.

Furthermore, I have been waiting for an opportunity where I could direct my energy to good use and the Career/ Transfer Center is the place. As a temporary staff member, I have worked with Caritha Anderson and Karen Oeh, the coordinators of the Career and Transfer Center, on a number of occasions. I used the services myself, and I understand the importance of quality service to students. I have acquired a wealth of knowledge about the Career and Transfer Center. For example, I have helped expand the dimension of the Minority Transfer Program, and I have recruited many students to take advantage of its services. Also, I am familiar with the Eureka program, the Jobtrak program, and Assist articulation website.

Again, thank you for your consideration. I would very much like to meet with you to discuss further my interest in this position. My phone number is (650) xxx-xxxx and my email address is johndoe@foothill.edu. I will call you to check the status of my application. My references are available upon request.

Sincerely,

John Doe

1375 El Monte Rd.
Los Altos, CA 94024
(650) 123-4567
April 18, 2006

Karen Smith
Alta Bates CCC
2001 Dwight Way
Berkeley, CA 94704

Dear Ms. Hopkins,

Your advertisement for a **Per-Diem Administrative Assistant** on your web site is of particular interest to me. I have heard many great things about Alta Bates Comprehensive Cancer Center, primarily that the staff is extremely knowledgeable, always nice and forever helpful.

Over the last three years I have been working as a personal assistant at a private residence. In this position, I have increased the efficiency of their home office by creating and implementing a new and enlarged filing system. Also, I have had over three years of retail experience, in which I was heavily responsible for greeting clients, answering the phones and providing excellent customer service.

An accomplishment that I would like to highlight is the fact that during my employment as a personal assistant I continued my education as a full-time student at Foothill College. I maintained a GPA of 3.71 and received an A.S. degree in General Sciences with High Honors. Currently I am taking a couple of G.E. classes to fulfill transfer requirements. My professional career goal is to work in the healthcare field as a radiation therapist.

I am extremely organized, customer-oriented, professional and open-minded. I am knowledgeable with computers and software, both PCs and Macs, especially Microsoft Word, Excel and PowerPoint. I am a quick learner, and can be trained easily on any further software or technology needed. I believe my excellent interpersonal traits and communication skills will be an asset to Alta Bates. My past experiences working as an office assistant have given me the knowledge needed to succeed in a professional office environment.

I would appreciate the opportunity to apply my skills for your department. For your convenience I have included my resume detailing my education and work experience. Thank you for your time, and I look forward to meeting you at your earliest convenience.

Sincerely,

Jane Doe

Jasmine Smith
12345 El Monte Rd.
Palo Alto, CA 94303
(650) 123-1459

June 4, 2009

Tracy Bonfiglio
Kimpton Group
222 Kearny St., Ste. 200
San Francisco, CA 94108

Dear Ms. Bonfiglio,

I am following up with our phone conversation earlier this afternoon regarding open positions at a new hotel in Cupertino. I received your contact information from the Foothill College Career Center. I am very excited about this opportunity, and I am open to any position related to customer service and food/beverage.

For the past year, I have been taking general education courses at Foothill College in Los Altos. However, I started my educational path at California State Polytechnic University, Pomona where I will be receiving a *B.S. Degree in Hotel and Restaurant Management*. I have already taken the following courses: Introduction to Hospitality Industry, Sanitation and Safety Practices, and Hospitality Management Law.

In addition to my education, I have work experience directly related to my field of study. I worked for two months as a *Front Desk Agent* at Stanford Terrace Inn in Palo Alto. My duties included greeting customers, checking guests in/out, prioritizing front desk duties, answering multiple phone lines, and ensuring customer satisfaction. As a result, I have developed strong time management and interpersonal skills. I have good communication skills, and I enjoy interacting with people. I believe I would be a great asset to your hotel because I am outgoing, friendly, and a team player.

I have included my resume for your review. I would appreciate the opportunity to meet with you or a company manager as soon as possible. Please do not hesitate to contact me at (650) 575-1459. Thank you in advance for taking time to review my qualifications.

Sincerely,

Jasmine Smith

Mary Jane Smith
12345 El Monte Rd.
Los Altos, CA 94024
(650) 123-4567
email@yahoo.com

May 3, 2010

Mr. Joseph Nunes, RCP
Director
O'Connor Hospital
2105 Forest Avenue
San Jose, CA 95128

Dear Mr. Nunes,

I am writing to you with the interest of applying for a position as a *Respiratory Therapist*. My connection with O'Connor Hospital is very strong due to my ongoing interest and involvement in the community as well as my clinical experiences at the hospital. As per your suggestion, I am applying for the above mentioned position.

As student at Foothill College in the Respiratory Therapy Program, I completed two rotations at O'Connor; from September to December 2003, and second in ICU from January to March 2005. In ICU, Mr. Bob Kavanaugh, BS, RRT acted as my Preceptor. He shared his clinical experiences with me to further enhanced my skills and knowledge, and he encouraged me to apply for the position.

For one year, I worked as a Respiratory Care Assistant performing EKG's. In 2004, I worked for Kaiser Hospital as an Equipment Technician where I cleaned and set-up ventilators and stocked E-size Oxygen tanks. During this time, I also attended courses as a full-time student, worked part-time on campus, and continued to serve my community as a volunteer. In spite of a very demanding program, I have managed to maintain a 3.4 grade point average. I have excellent time management skills, and I am able to multi-task to get the job done. You will find me to be very caring, sensitive, responsible, detail-oriented, and a good team player.

My knowledge of Respiratory Therapy, good grades, and good clinical evaluations reflect that I am qualified for the position. My experiences and understanding of patient needs, combined with many volunteer hours, will definitely compliment the profession of Respiratory Therapy.

Enclosed, please find my resume for your review. I feel confident that my knowledge and interpersonal skills would be an asset and make me an ideal candidate for this position. If you have any questions, please feel free to contact me. Thank you in advance for your time and consideration.

Sincerely,

Mary Jane Smith

Suzy Smith
12345 El Monte Rd.
Los Altos, CA 94022
(650) 949-7229

April 18, 2009

Dear Hiring Manager,

I would like an opportunity to interview for the **Extraction Chemist** position posted on craigslist.org. I have enclosed a resume for your consideration.

Currently, I am an honor student at Foothill College and will be receiving three A.S. degrees in June 2009. My degrees will be in Chemistry, Biology, and Mathematics. In addition to my interpersonal qualifications, I would bring the following strengths to the position:

- Over two years of experience in the inorganic and organic chemistry laboratory
- Experienced with a wide variety of laboratory equipment and techniques; liquid-liquid extraction, separatory funnel, gas chromatography, IR and NMR spectroscopy
- Always following policy and procedure with a 100% safety record
- Strong analytical and problem-solving abilities with a focus on accuracy and quality
- Solid knowledge of spreadsheet and database software to record and maintain data
- Strong communication skills and the ability to work independently

I am confident that these skills could be successfully applied in the position of Extraction Chemist. Thank you for considering my candidacy. I look forward to meeting you. I can be reached at (650) 949-7229 or by email at georgemartin@yahoo.com

Sincerely,

Suzy Smith

Jane Doe
janedoe@hotmail.com
12345 El Monte Rd.
Los Altos Hills, CA 94022
(408) 123-4567

April 26, 2009

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Dear Committee Member,

**" Strengthen your abilities by helping others strengthen theirs."
-S. Ozdemir**

As a professional who provides employment and training services to a diverse clientele, I find it inspiring to strengthen my abilities through helping others. I would like to express my interest in the **Employment Training Advisor** position by briefly highlighting my skills that apply to the position.

Over the past five years, I have had the pleasure of being apart of wonderful organizations whose goals were to provide support to individuals in need of specific services. In addition to my professional experience, I enhanced my knowledge by participating in Master's Degree program. As a student in the Counseling Education program at San Jose State University, my training has centered on working with and understanding students' various issues related to academic success, job searching, career development and personal counseling.

Currently, I am a Career Advisor at NOVA as part of the Non- Custodial Parent Step-Up program. I guide my clients through their training and job searches, help them prepare effective résumés and practice successful interview techniques. I work with clients on a one-on-one basis to refer them to appropriate training programs, community-based organizations, and other supportive services.

I look forward to meeting you at your earliest convenience to further demonstrate my abilities in career counseling. This is an exciting opportunity for me to contribute to the success of the OTI program at the Foothill-DeAnza Community College District.

Sincerely,

Jane Doe

Enclosure: Resume

12345 El Monte Rd.
Los Altos Hills, CA 94022
(408) 123-4567
September 17, 2010

Dear Hiring Manager,

In response to your advertisement in the San Jose Mercury News indicating an opening for a receptionist, I have enclosed my resume for your consideration.

Throughout my six years of experience working at a variety of companies in the Bay Area, I have maintained a professional and positive environment for customers, co-workers, and supervisors. I always appropriately and effectively assist customers over the phone to answer questions and/or direct to the appropriate resources. In addition, I have the ability to multi-task, such as answer multiple phone lines, greet customers, and complete paperwork.

An accomplishment I am particularly proud of is the design and implementation of a color catalog for Central valley Seeds which increased sales by 15%. This involved coordinating and referencing digital camera images with product descriptions.

My success stems from self-motivation, enthusiasm, flexibility, and the ability to communicate with individuals from diverse backgrounds. I take pride in my problem-solving abilities because I want customers and co-workers to feel appreciated. Also, I am proficient in various software programs on PCs, such as Microsoft Word, Excel, Internet, and Email.

I am interested in scheduling an interview as soon as possible. I can be reached at (658) 123-4567 or by email, jane@hotmail.com. Thank you for your time, and I hope to hear from you soon!

Sincerely,

Jane Doe

Thank you Letter Guidelines

You just finished a great interview. You're confident that they will give you a job offer. Now all you have to do is wait, right? Wrong! Don't forget to send a thank you letter! This is the final personal touch that may convince the employer that you are right for the job.

When should you send a thank you letter?

- after a job interview
- after an Informational Interview
- following a Career/Job Fair event
- **Timing:** Send the letter within **24 hours** of the event
- **Letter Style:** Choose a letter style that fits the industry. For instance, if you are applying to a traditional banking position, you may want to send a type written formal letter. If you are not sure of what style to use, the safest best is to go with a formal typed business format.

Possible Styles: Business Format Typed
E-mail Letter
Handwritten note

- **Add/Remind/Restate:** **Add** something that you may not have had the chance to say during the interview. **Remind** the employer of the reasons why you are uniquely qualified for the position. **Restate** why you are the best candidate for the job.
- **Personalize:** If possible briefly mention something that occurred or was said during the interview. You must personalize the thank you notes to each person - do not write the same thing because they may compare notes.
- **Who do I send thank you letters to?** If possible, send a thank you to each of the people that interviewed you. Sometimes this is not possible, so then you should send the thank you to your primary contact and ask that your message be forwarded to the rest of the team or department. You need to send the letter the day after the interview. Make sure you get business cards/contact info from each of the interviewers, so that you can follow-up with them later (and/or to send a thank you note).

Sam Smith
12345 El Monte Rd.
Los Altos Hills, CA 94022

May 1, 2007

Bill T. Thomas
Director of Human Resources
American Financial Group
12345 First St.
San Jose, CA 94022

Dear Mr. Thomas;

Thank you for giving me the opportunity to present my qualifications for the *Marketing Assistant* in your financial department. It was a pleasure meeting you on Friday, April 24.

I am very excited about the job, and I was especially impressed with the information you provided about the future of the company and the potential of the position.

As I explained, my goal is to achieve a successful career in corporate marketing, and from what you told me about the duties and responsibilities, I believe I can do the job well. I know I will make a real contribution to your marketing programs.

If you have any questions or concerns, please contact me at (650) 949-7229. Again, my thanks for your courtesy, and I hope to hear from you soon.

Sincerely,

Sam Smith

Mary Smith
12345 El Monte Rd.
Los Altos Hills, CA 94022

May 1, 2010

June Prune
Hiring Manager
Any Corporation
12345 First St.
San Jose, CA 94022

Dear Ms. Prune;

It was a pleasure meeting you and Joyce Royce last Friday to learn more about the products and services provided by Any Corporation. The *Executive Assistant* position sounds like the ideal opportunity to apply my administrative and organizational skills to the overall operation of your firm.

The qualifications I would bring to the position include:

- Nine years of experience handling all office functions, including preparing and generating letters and reports, payroll, accounts payable/receivable, and customer service.
- Organizational proficiency with Barnes & Noble Inc., reflected in my revamping the record storage system to reduce records access time by over 60 percent from the previous system.
- A scrupulous attention to detail, which led me to discover and correct over \$125,000 in duplicated and incorrectly assigned labor charges.
- Experience working with a variety of both PC and Macintosh applications, including Microsoft Word, Excel, PowerPoint, and Quickbooks.

I am confident these skills could be successfully applied to the position of Executive Assistant. Thank you for considering my candidacy. I look forward to hearing from you.

Sincerely,

Mary Smith

178 Mission Blvd.
Santa Clara, CA 94022
(650) 949-7229

June 1, 2010

John Dubois
Retail Sales Manager
Any Store
1145 Foothill College Ave.
Los Altos, CA 94022

Dear Mr. Cummings;

I want to thank you for meeting with me on May 30 regarding the position of *Sales Associate*. I enjoyed the opportunity to learn more about the responsibilities and opportunities available at Any Store.

I also want to reiterate my interest in the position. I feel confident that my seven years of acquired sales experience, combined with my related business courses, make me an ideal candidate for this position.

Thank you again. I look forward to hearing your final decision.

Sincerely,

Chris Cringle