

## COVER LETTERS

A cover letter is a short letter to a potential employer that informs them of your interest in working for their company and how your qualifications relate to the available position. A cover letter is an opportunity to expand on your work experience, specific skills, and education/training. **You need to send a cover letter with your resume if requested by the employer.**

### **General Structure:**

#### **Letter header** – Contact information

- Today's date
- Your name and address
- Address of recipient
- Re: Position title & Reference Number (if one is listed)
- Dear Mr. /Ms. \_\_\_\_\_. DO NOT just write "To Whom It May Concern". If the job posting doesn't give a name, call the company and explain what position you are applying for and that you wanted to know to whom you should address your cover letter.

#### **Paragraph one**– Express your interest in the position (2-4 sentences)

- Introduce yourself and state the position you are interested in and express your interest in the position.
- Here is where you write something that makes you look wonderful, something that will capture their attention. Create a "Wow" statement.

#### **Paragraph two**– Provide some specific highlights of your experiences (as they relate to the position). This second paragraph must clearly communicate how your skills and experiences match the posted job description & how these will benefit the company (4-6 sentences).

- Explain your qualifications, accomplishments, and other experiences you can offer the company. Set yourself apart by giving a specific example of an achievement in a previous position or discussing something you excelled at.
- Address how your skills, expertise and/or experience relate to the employers' needs.

#### **Paragraph three**–The third paragraph restates your interest in the company and position and asks the employer to contact you (2-3 sentences).

- Thank the person for his/her time and consideration.
- Express desire to further discuss your qualifications (i.e. an interview).
- Include your contact information.
- Mention that your resume is attached.

Cover Letter Sample

Today's Date

Mary Smith  
1925 Chicago Avenue  
Minneapolis, MN 55404

Jane M. Smyth  
Employment Action Center  
900 – 20<sup>th</sup> Avenue South  
Minneapolis, MN 55404

Re: Placement Specialist #A22714

Dear Ms. Smyth;

My name is Mary Smith, and I am very excited to submit an application for the Placement Specialist position with Employment Action Center. **HERE IS WHERE YOU WRITE SOMETHING THAT MAKES YOU LOOK WONDERFUL, SOMETHING THAT WILL CAPTURE THEIR ATTENTION. CREATE A "WOW" STATEMENT.**

I worked as an Administrative Specialist II while employed with the Federal Reserve Bank of Minneapolis in the Consumer and Community Affairs Department, utilizing multiple software packages. **HERE IS WHERE YOU TELL THEM ABOUT YOUR EXPERIENCE AND WHAT YOU CAN BRING TO THEIR ORGANIZATION. REMEMBER, DO YOUR RESEARCH ABOUT THE ORGANIZATION (USE YOUR SIX BEST FRIENDS: WHO, WHAT, WHERE, WHEN, HOW AND WHY).**

I would love an opportunity to meet with you to discuss how I could bring a vast amount of experience as well as an incredibly strong work ethic to Employment Action Center. I look forward to hearing from you in the very near future; you can reach me at (612) 555-1234 or [mary.smith@gmail.com](mailto:mary.smith@gmail.com). **HERE IS WHERE YOU ASSERTIVELY TELL THEM HOW EXCITED YOU ARE ABOUT APPLYING WITH THEM AND HOW IMPORTANT IT IS THAT THEY MEET WITH YOU.**

Sincerely,

Mary Smith