

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 – 20th 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. **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