

Resume Cover Letters

For best results, submit a cover letter with a resume to a potential employer. Remember that your resume really can't stand on its own because there is simply too much competition. Your cover letter can be tricky to write, but once you get it down, you'll find that it is actually one of the most important parts of your overall job hunting experience.

The following is a cover letter template designed for a general cover letter for someone who has more than two years of professional experience. It is a cover letter that you can use for your own individual cover letter.

«NAME»
«Street_Address»
«City_Main», «State_Main» «ZIP_Code»
«Phone»
«Email_Address»

Postdate

Name
Company
Address 1
Address 2
City, State Zip

Dear XXXX:

As an experienced «Professional Area», I am writing to express interest in your «Company». I offer excellent «Skill_1» and «Skill_2» skills. I have enclosed my resume for your review.

←→

←→

I welcome the opportunity to meet with you to discuss how my education and experience will add to your «Company». Please contact me to arrange an interview scheduled at your convenience. Thank you in advance for your time and consideration, and I look forward to hearing from you.

Sincerely,

«Name»

Enclosure

There are several important things that you need to remember about your cover letter. Going through the cover letter point by point is a great way that you can learn about how to write yours, and also a great way for you to be able to understand why each section is there.

Contact Information

Be sure that you include everything about your address. Double check that you have provided the best number to reach you at, and that you know all of the personal information is correct. A tip to keep in mind is that you should have a professional email address for job applications. If you have an email address that doesn't sound professional, set up a free account with one of the free account providers, so that you can have an email address that sounds good. It can be as simple as your first name and last name, just make sure that it looks good.

In addition, do not use your work phone number or email address as contact information on a job-seeking cover letter, as it will cause problems not only in maintaining discretion of your job search among co-workers, but also leave the impression with potential employers that you are pursuing your job search during company time with your present employment.

Addressee Information

This should be the information for the company that you are sending the cover letter and accompanying resume to. Be sure again that this information is correct and that you are spelling everything right.

Greeting

Use a formal greeting, but don't say "to whom it may concern" Actually do some research into the company to which you are applying, so that you know the person's name who will be reading the cover letter. The more personal that you can make your cover letter, the better off it will be. If no specific contact is available, write, "Dear Sir or Madam."

First Paragraph

In the first paragraph, you are introducing yourself and stating your reason for writing. This is your opportunity to identify your profession and area of expertise, as well as skills you possess, particularly in light of the type of work you are seeking.

Middle Paragraphs — Limit to One or Two Paragraphs

Here, it is important to discuss your experience, education, accomplishments, and honors as they relate to the type of work you are seeking. List the skills that you offer, and then take a short paragraph to explain all that you would like to tell them about the skills that you have. Remember, this is your chance to get things as clearly stated as you possibly can, so be sure that you take this chance and make the cover letter as well written as possible.

Closing Paragraph

Remember that this closing paragraph can be a fantastic chance for you to make a good and final impression on the person reading it. The closing paragraph requests an action on the part of the potential employer, which is that you would like them to call you to schedule you for a job interview. Make sure to also thank them for their consideration. This will be a great help towards landing an interview.

Although you have requested their call, make sure to follow up with a potential employer after a few days if you have not heard from them. Take the opportunity to be proactive. It instills confidence. With the right cover letter, your resume will be well received and you will have a better chance of getting a job.