

The Cover Letter

The cover letter should accompany any résumé sent and often times is the first impression of an applicant to an employer. The cover letter should exemplify your overall qualifications, skills, experience and illustrate a good fit for the position. The cover letter can also be used generally to seek a position within a company or organization. The cover letter also helps demonstrate a candidates' ability to write and communicate.

The easiest and most direct way to address your cover letter is by securing a position description and information about the company/organization. Highlight your accomplishments, qualifications, and fit according to the position description, which is most often obtained by the Human Resource Department. When possible, tailor your cover letter and resume specifically to the position for the competitive edge.

Cover letter format:

Applicant name's Applicant's address Applicant's phone number
Date of letter
Employer's name and title Address
Salutation:
Opening paragraph: This paragraph should concisely state what position you are applying for, how you heard about the position (or who referred you), and a statement of what attracted you to the position/company.
Middle paragraph(s): This paragraph should parallel the position description and qualifications and explain why you are interested in working for this employer/company. Illustrate your overall educational and related experience. Emphasize skills and abilities related to the position for which you are applying. This is the paragraph that should expand on your résumé (and not repeat it) while providing a good writing sample. If you are applying for a ministry related position, add a paragraph summarizing your ministry objectives.
Closing paragraphs: This paragraph should be short and concise letting the employer know that you will be following up, letting the employer know how to contact you, and a closing statement to express your interest in meeting with the employer/company.
Sincerely,
Signature
Your name typed
Enclosure

Sample Cover letter (job search letter)...

Jane Smith
1 South Boulevard
Nyack, NY 10960
(845) 353-5555

January 1, 2009

Mr. John Doe
Director of Human Resources
XYZ Firm
New York, NY 10048

Dear Mr. John Doe:

As a graduating Accounting major from Nyack College just outside of New York City I am interested in exploring employment opportunities at XYZ firm. XYZ firm specializes in International Public Finance which is of particular interest to me.

Prior to college, my interests in finance evolved when taking business and finance classes in high school and while being the treasurer for the senior class. Early in my coursework at Nyack College, I began exploring my interests in International Finance by taking Finance courses and attributing an international perspective to my academic work. As a junior, I set out to secure summer experiences that would give me a working knowledge of business and finance with an international emphasis. I have complimented my goals by working as an Accounts Payable Analyst and an Assistant Bookkeeper during the summers. Lastly, I did my senior seminar project on "*Impacts of Unifying the European Currency and It's Affects On The Global Trading Market*". As you can see, I've been committed to the field of business and finance and look forward to exploring possibilities at XYZ firm.

Enclosed is my résumé for your consideration. I would appreciate the opportunity to meet with you at your earliest convenience. I will contact you in the coming week; meanwhile feel free to contact me at (845) 353-5555. I look forward to our correspondence.

Sincerely,
Jane Smith
Jane Smith

Enclosure

Sample Cover letter (for a specific job opening)...

Jane Smith
1 South Boulevard
Nyack, NY 10960
(845) 353-5555

January 1, 2009

Mr. John Doe
Director of Human Resources
XYZ Firm
New York, NY 10048

Dear Mr. John Doe:

I am submitting my résumé for the Staff Accountant position posted recently at Nyack College Career Services. My Accounting professor, Dr. Smith referred me specifically to this opportunity. XYZ Firm's International Perspective really appeals to me as well as the group dynamics used to accomplish corporate accounts.

Prior to college, my interests in finance evolved when taking business and finance classes in high school and while being the treasurer for the senior class. As my résumé illustrates, I have complimented the required curriculum with high-level Business elective courses. My experiences as an Accounts Payable Analyst have equipped me with solid basic accounting skills as well as facilitating large international corporate records. Additionally, my analyzing skills, spreadsheet experience, and accounting principles were sharpened while working ACME as an Assistant Bookkeeper." My educational and experiential background seems to be a good fit for the Staff Accountant position at XYZ firm.

Enclosed is my résumé for your consideration. I will contact you in the coming week; meanwhile feel free to contact me at (845) 353-5555. I look forward to our correspondence and the opportunity to interview for the Staff Accountant position at XYZ firm.

Sincerely,

Jane Smith

Jane Smith

Enclosure

Jane Smith

1 South Boulevard
Nyack, NY 10960
(845) 353-5555
smithj@nyack.edu

References

Name, Degree(s)
Title/Occupation-Relationship
Business Address
Phone Number
Email (optional)

Name, Degree(s)
Title/Occupation-Relationship
Business Address
Phone Number
Email (optional)

Name, Degree(s)
Title/Occupation-Relationship
Business Address
Phone Number
Email (optional)

**Secure at least 1-2 academic references, 1-2 work related references, 1 personal reference.*

The Thank You Letter

Thank you letters offers a personalized approach to the job search. Thank you letters are sent immediately after an interview, sent to your references, and when you have accepted a position. These can be done on résumé paper, on stationery, or by email if the employer has specified email contact.

Jane Smith
1 South Boulevard
Nyack, NY 10960

January 9, 2009

Mr. John Doe
Director of Human Resources
XYZ Firm
New York, NY 10048

Dear Mr. John Doe,

Thank you for interviewing me for the Staff Accountant position this past week. XYZ firm seems to be a great fit for me as well as a great opportunity to further my accounting career. I look forward to hearing from you in the coming weeks. If I could provide you with any additional credentials or references, please feel free to contact me (845) 353-5555. Thanks again.

Sincerely,

Jane Smith
Jane J. Smith