

# COVER LETTER TIPS

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Employers receive hundreds of emails for every open position they advertise. It is very important that your career packet stands out in the crowd. A well written cover letter is an essential piece of your Career Packet and will ensure that all of your hard work on your resume is not done in vain. Your cover letter is more than *just* a business letter. It is the first impression that you will give to a potential employer and should be used to convey your interest in the position and how you will make an impact on their company. It gives you the opportunity to introduce yourself to an employer, express your interest in a position, offer the employer insight into your personality through your writing style, and impress the employer with your communication skills.

Here are some tips to remember:

- **Cover Letter Format**
  - First Paragraph (Why you are writing)
    - State the reason for the letter.
    - Name the specific position you are applying for.
    - State how/where you learned of the opening?
    - Begin with a strong statement about you professionally.
    - Develop a bridge or common bond between yourself and the employer.
    - If possible, remind the employer how you met – face-to-face, at a career fair, through a mutual contact, or via telephone.
  - Second Paragraph (Why you are qualified)
    - Indicate why you are interested in the position.
    - State what you can do for the employer or organization professionally.
    - Your interests (company related) – do you want to grow professionally, advance in your career, be active on teams or committees?
    - If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position.
    - Tie it to Your Resume
      - State brief facts about your experience and accomplishments.
      - Highlight particular points that are similar to the job description.
  - Third Paragraph (What you want)
    - Indicate your desire for a personal interview.
    - How you can be contacted – phone, professional email address.
    - Always thank the employer for taking the time to consider your application materials.
- **Things to remember**
  - Do not begin every sentence with the word “I.”
  - **Proofread** for spelling, grammar, and punctuation
    - give to someone else to proof as well – it **MUST** be free of errors
  - Always sign your letter in black ink.
  - Paper and Envelopes
    - Type your cover letter and resume using the same paper.
    - Use a 9x11 size envelope to for mailing. **Never fold or staple a resume.**
  - Address the letter to the appropriate person by name, title and address.
  - If emailing, the subject line should be the exact position title and reference number, if applicable.
- **Get it Critiqued** - Schedule an appointment with Jessica Harrell, Coordinator for Career Services, 919.739.7005 or [jlharrell@waynecc.edu](mailto:jlharrell@waynecc.edu)

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May 12, 2014

PowerSurge Gaming, Inc.  
1620 S. Holly Street  
Goldsboro, NC 27534

Dear Hiring Manager (find out the person's name):

I was pleased to see your advertisement for the Brand Manager, Employee & Employment Communication position because there is a strong alignment of my skill set with this position, and a stronger alignment of my passion with your company values at PowerSurge. For your convenience, I have included a comparison of your stated requirements and my qualifications.

Your Requirements

*Strong Administrative skills and previous medical office experience*

*Can utilize Electronic Medical Records (EMR) to record patient statistics*

*Must be willing to travel on a daily basis to area nursing homes*

My Qualifications

I have 6 months of medical office experience through the completion of my Cooperative Education Experience at WCC where I utilized my organization and administrative skills daily in the completion of my tasks. I received the highest ratings on my employer and instructor evaluations during the Co-Op experience.

While completing my Co-Op Experience, I utilized EMR regularly to organize, input and access patient data. I am very familiar with its operation and comfortable with its uses. I have strong computer skills in general and learn new software programs with ease.

I thrive in a fast-paced environment and enjoy traveling. I have no concerns that would prohibit my ability to travel on the job.

There are other areas of accomplishment in my background reflected in my resume that I would welcome an opportunity to share with you. Please contact me via email or phone at your earliest convenience to schedule an interview. Thank you for your time and I look forward to speaking with you

Sincerely,

Christine D. Writer  
Enclosure: Resume

## JANE DOE

5540 B. Street, Goldsboro, NC 27534  
(888) 726-0000 •jane@gmail.com

February 1, 2013

Cassandra Cox, Personal Manager  
Divot Delivery Services  
1205 Meridian Street, Suite 7  
Goldsboro, NC 27534

Dear Ms. Cox:

Your posting for an Executive Assistant indicated requirements that closely match my background and education. I have enclosed my resume to provide a summary of my qualifications for your review.

Throughout my career, I have maintained the highest performance standards within a diverse range of administrative functions, which is clearly illustrated by my past successes. As Assistant to the Chief Financial Officer of DPI Systems, Inc., I streamlined operations and reduced costs by consolidating operations and negotiating competitive rates with service providers. Additionally, while serving as an Assistant to a senior partner of Globe Enterprises, Inc., I facilitated the implementation of a new promotional strategy that significantly increased the company's profile.

Further qualifications I offer include the following:

- Successful track record supporting the efforts of executive-level staff, including CFOs, presidents, and senior partners.
- Strong background in all aspects of office management from scheduling meetings and coordinating travel to overseeing budget and accounting functions.
- Demonstrated capacity to develop and maintain comprehensive administrative processes that improve the efficiency of day-to-day operations.

With excellent organizational and communications skills, an outstanding work ethic, and the ability to work well in both team-oriented and self-directed environments, I am positioned to exceed your expectations. I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Sincerely,

Jane Doe  
Enclosure