



Writing a Cover Letter

When applying for a job and sending out resumes, all applicants need to include a cover letter. Similar to the basic format of a business letter, a cover letter introduces you to your prospective employer, mentions the position you are applying for, briefly highlights your qualifications for that position, and demonstrates your awareness of the company's reputation.

CONTENT

Opening paragraph

The opening paragraph briefly introduces your purpose of writing the letter. If the cover letter will accompany your resume as part of a job application, mention the specific position for which you are applying. If you are writing a statement of interest to accompany your resume, state what position(s) or departments (e.g., accounts, communications, sales etc.) you feel you are qualified for as well as the reasons you would like to work for this particular company or institution. In this paragraph you can also indicate to the reader how you became interested in the position or company, whether this was through an online job board or listserv, a current or former employee of the company, or a search of that company's specific job openings. The opening paragraph also summarizes the main qualities and experience you possess that qualify you for the position.

Middle paragraph(s)

The next one or two paragraphs detail the relevant experience and skills you introduced in the opening paragraph. These paragraphs allow you to describe your experience as it connects to the responsibilities and skills specified in the company's job description. If you are a recent graduate and your work experience is limited, use your relevant coursework and educational experiences to indicate your potential to your prospective employer.

Though most of the information in the cover letter is about how you will make a sizeable contribution as an employee, at least part of one paragraph needs to address your knowledge of the company. This indicates to the employer that you have done your research and are truly interested in *this* position with *this* company. Here you can mention the company's tradition of innovation, culture of social justice, or its reputation within its field. The kind of company you are applying to, their background, and your particular goals will lead to how you address this part of the letter. However you address it, you must be specific and connect it to your future goals.

Final paragraph

The final paragraph asks for an interview by stating that you are available to discuss the position in person. It can also include specific times you are free to meet and can repeat information on how to contact you. Lastly, this paragraph reminds the reader of your interest in the company and courteously thanks your potential employer for their time and consideration.

Catelyn Stark
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Heading

Joyce Lerman
Sales Director
Westeros
2001 Hollywood Boulevard
Los Angeles, CA 90210

Inside address

October 10, 2015

Salutation

Dear Ms. Lerman:

It is with great enthusiasm that I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years' experience, I know my diverse skills and qualifications will make me an asset to the Westeros project team.

Opening

As you will see from the attached resume, I've built my career in a variety of roles and industries, mostly in small companies where I was not just the admin but also gatekeeper, technology whiz, bookkeeper and marketing guru. I'm not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two work days are exactly the same.

In addition to being flexible and responsive, I'm also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives provided by the division head, formatted spreadsheets, and generally made sure every line was letter-perfect and that the entire finished product conformed to the specific guidelines of the RFP. (The result? A five-year, \$1.5 million grant award.) I believe in applying this same level of attention to detail to tasks as visible as prepping the materials for a top-level meeting and as mundane as making sure the copier never runs out of paper.

Middle

Last but certainly not least, I want you to know that I'm a passionate Westeros fan and a longtime supporter of the new castle. I've been following the new castle movement since the earliest days of the original "Save the Tombs" campaign, and I am so excited to see this vision becoming a reality. I've already checked out the new castle website, and the renderings of the new throne and great hall are stunning, to say the least – I particularly love the vintage murals and art featured throughout the building. Nice touch!

In closing, I am thrilled at the possibility of being involved in the new castle almost literally from the ground up, and would love the opportunity to meet with you and discuss the value that I can bring to the Targaryen organization and the Westeros Castle Project. I appreciate your consideration and look forward to hearing from you.

Final

Warmest regards,

Closing

Catelyn Stark

Sample adapted from: <http://www.askamanager.org/2014/02/heres-a-real-life-example-of-a-great-cover-letter-with-before-and-after-versions.html>