

WRITING COVER LETTERS AND THANK YOU NOTES

Sacramento City College
Career Services
(916) 558-2384
<http://sconestop.org>



WRITING COVER LETTERS

THE PURPOSE OF COVER LETTERS

Your resume is aimed at the group of employers who hire people in the type of positions you wish to apply for. A cover letter you send along with your resume is tailored to fit a specific job with a specific employer and states your skills and abilities as they apply to the particular job you are applying for. In this letter you tell your story, focusing on the contribution you can make to the firm and presenting yourself in a positive light.

The more knowledgeable you are about the specific requirements of the job and the nature of the company offering it, the better the impression you will make. Thus, your cover letter will provide a good opportunity to make use of the information you have learned about the company.

In addition to explaining which position you are applying for, a cover letter expresses interest in both the job and the company. Where appropriate, the cover letter (sent with your resume) asks for the next step in the application process. It is particularly important that your letter state how you will follow through in applying for this job (e.g., "I will call you Tuesday morning to check that you have received my application materials and to see whether it will be possible to arrange a time for an interview.") You may also indicate the date you will be available to begin working.

The language used in a cover letter should be simple and direct. The letter should be kept brief and to the point. It is important that the letter be neat, well organized, grammatically correct and typed, in order to make the best impression on the employer. Whenever possible, the letter should be addressed to a specific person by name rather than a generic address; "Dear Sir/Madam." A phone call to the company in which you introduce yourself, state your interest in the position and request the name of the person to address a resume to should provide you with this information.

If you need assistance writing your own cover letters, it is important to find whatever outside help you need so that your cover letters are an effective part of your job application. Workshops and information on cover letter writing are available at the Sacramento City College Career Center.

SAMPLE COVER LETTER

178 Green Street
Jacksonville, FL 32203

August 7, 1996

Pat Cummings

Partner
Any Employment Agency
1140 Main Street
Tallahassee, FL 32302

Dear Mr. Cummings:

I would like to be considered for a court or legal-related administrative position with any appropriate clients you may service. I have recently relocated to the Florida area from Washington, D.C., and am seeking employment which would utilize my leadership, education, and experience.

In Washington, I was the Office Manager for a respected court reporting firm. All of my primary job responsibilities required organization, attention to detail, writing, and significant computer skills. I have extensive experience working on multiple projects and meeting deadlines in a team-oriented environment. As a result, I have developed strong time management and interpersonal skills.

I have enclosed my resume for your review. Should you need additional information, please do not hesitate to contact me at (904) 555-5555. I look forward to hearing from you. Thank you for your time.

Sincerely,

Chris Smith

Enc. Resume

SAMPLE COVER LETTER

178 Green Street
Plymouth, MA 02360

April 8, 1996

Pat Cummings

Human Resources Manager
Any School District
1140 Main Street
Newton, MA 02164

Dear Mr. Cummings:

In response to last week's advertisement in the *New England Journal of Higher Education* for an English Teacher, I have enclosed my resume for your consideration.

I have recently graduated from Boston College with a Bachelor's degree in Secondary Education. I am certified to teach both English and Special Education. In addition to fulfilling my practice teaching requirement in your district, I participated in a volunteer literacy program to tutor both youth and adults struggling with reading difficulties. I also organized and performed in a variety show at Newton High School that benefited special needs students.

As I fulfilled my practice teaching requirement in District 5, I was continually impressed by its high educational standards and its long-standing record of producing students whose SAT scores are among the highest in the nation. I would consider it a great opportunity to teach in such an accomplished district.

I will be calling you on Monday, April 13, to confirm that you received my resume and answer any questions you may have. I look forward to speaking with you.

Sincerely,

Chris Smith

Enc. Resume

SAMPLE COVER LETTER

February 8, 2000

Pat Foster, Senior Reporter
The Independent Journal
1234 Main Street
San Rafael, CA 94141

Dear Ms. Foster:

I am interested in the Features Reporter position advertised in the Independent Journal. As a recent graduate of Mount St. Mary's College with a degree in Journalism, I am eager to begin a long-term association with a newspaper as a reporter.

As detailed in the enclosed resume, I possess broad experience in various fields of journalism. My internship with the Emmitsburg News provided me the opportunity to sharpen my researching skills. My duties included field reporting, writing copy, and editing a variety of articles, all demanding strict deadlines. My skills in photography made me a greater asset to the Emmitsburg News, as I was able to photograph the subjects of stories as well. In addition, while completing my degree at Mount St. Mary's, I worked as Editor of the yearbook and Layout Editor of the student newspaper, where I became proficient in desktop.

I currently have a flexible schedule and am available for an interview at almost any time, given advance notice. I can be reached at (301) 555-5555. I am very interested in reporting for *The Independent Journal* and hope to hear from you soon.

Sincerely,

Joan T. Applicant

Enc. resume

SAMPLE COVER LETTER

178 Green Street
Juneau, AK 99801
(907) 555-5555

February 23, 1996

Pat Cummings
Director, Marketing
Any Corporation
1140 Main Street
Anchorage, AK 99514

Dear Mr. Cummings:

I am a highly motivated individual with a proven sales record who is interested in securing a challenging telemarketing position. I have enclosed my resume for your consideration.

During the past ten years, I have been employed as a Telemarketer selling sophisticated products or services to hospitals, institutions, and medical professionals, as well as filtration systems to end-users. During this time, I have successfully increased company sales by 40 percent and have established an impressive customer base. I possess extensive telephone and interpersonal skills, and am proficient with all aspects of office operations, including dBase and Lotus 1-2-3 computer applications.

I feel confident that my experience can be successfully applied to a telemarketing position at Any Corporation. I will call your office next week to discuss this matter further.

Sincerely,

Chris Smith

Enc. Resume

REPONSE TO A "BLIND ADVERTISEMENT"

178 Green Street
Toledo, OH 43660

April 11, 1996

P.O. Box 7777
Toledo, OH 43660

Dear Personnel Manager:

I am interested in the part-time position of At-Home Typist for which you advertised in the February 13 edition of the Toledo Blade.

My typing speed is 50 wpm. I am, at present, a part-time student at Ohio State University. I am confident your company can utilize my time and qualifications. Please consider the enclosed resume as an application.

I have an IBM compatible PC with an Intel 486DX microprocessor. I also have the Microsoft Word software package. I am anxious to put this equipment, in addition to my typing skills, to work for your organization.

When would it be a convenient time for an interview? Please call me at (419) 555-5555.

Sincerely,

Chris Smith

Enc. Resume

THANK-YOU LETTER
(After Job Interview)

178 Green Street
San Leandro, CA 18201
(717) 555-5555

February 8, 2000

June Smith
Hiring Manager
Any Corporation
1122 East Street
San Leandro, CA 93245

Dear Ms. Smith:

It was a pleasure meeting you and Joyce Duncan last Friday and learning more about the product and services provided by Any Corporation. The Executive Assistant position sounds like the ideal opportunity to apply my administrative and organizational skills to the overall operation of your firm.

The qualifications I would bring to the position include:

- ❑ Nine years' experience handling all office functions, including preparing and generating letters and reports, payroll, accounts payable/receivable, and customer service.
- ❑ Organizational proficiency with Quicksilver Metro, Inc., reflected in my revamping of a records storage system to reduce records access time by over 60 percent from the previous system.
- ❑ A scrupulous attention to detail, which led me to discover and correct over \$125,000, in duplicated and incorrectly assigned labor charges.
- ❑ Experience working with a variety of both IBM/PC and Macintosh applications, including Microsoft Word, WordPerfect, Excel, and Lotus 1-2-3.

I am confident these skills could be successfully applied in the position of Executive Assistant. Thank you for considering my candidacy. I look forward to meeting with you.

Sincerely,

Enc: Resume

Chris Smith

THANK-YOU LETTER
(After Job Interview)

178 Green Street
Gary IN 46402
(219) 555-5555

November 17, 2000

Pat Cummings
Retail Sales Manager
Any Store
1140 Main Street
South Bend, IN 46626

Dear Mr. Cummings:

I want to thank you for meeting with me on January 28 regarding the position of Sales Associate. I enjoyed the opportunity to learn more about the responsibilities and opportunities available an Any Store.

I also want to reiterate my interest in the position. I feel confident that my seven years of acquired sales experience, combined with well-seasoned communication and interpersonal skills, would make me an ideal candidate for this position.

Thank you again. I look forward to hearing your final decision.

Sincerely,

Chris Timble