



## Tips for Writing a Cover Letter

A cover letter goes with your resume. Review to the Tips for Writing a Resume for more information on this related topic.

Your cover letter gives you a way to introduce yourself and highlight some of your qualifications. However, don't simply repeat what's in your resume! Use these tips to craft a good cover letter:

- **Paragraph 1:** Your introduction should be strong so you engage your reader. Tell your reader what position you're interested in and how you heard about it. If you were referred by someone, or know someone who already works there, mention it here.
- **Paragraph 2:** Summarize your qualifications, education, and relevant experience. Remember, this is a summary, so don't list everything on your resume. Make sure that the information you include is organized in a logical order.
- **Paragraph 3:** Here you can be more specific. Discuss some specific accomplishments or skills that you have that make you a good candidate for the job. Order these details by most impressive to least.
- **Paragraph 4:** To conclude your letter, ask for an opportunity to meet with the employer. Tell them you will be in touch.

As you write, remember your audience. Even if you submit your letter via e-mail, it's still considered a business letter, so formal writing is appropriate. This is your chance to make a good impression, so make sure to proofread your work before you send it.

### Here's one example of a cover letter:

May 12, 2014  
Ms. Sandra O'Reilly  
347 Misty Springs Trail  
Seattle, WA 98101

Dear Ms. O'Reilly:

I am writing in response to a sales clerk opening with Sonic Sounds Music that my cousin, Trent Gibson, told me about. As you know, he works in the marketing department at your company.

For the past year, I have worked as a cashier at Frazier's Market. Prior to that, I worked part-time during two summers as a sales associate at my uncle's pet store in Tacoma, where I used to live. I have volunteered at two local radio stations since moving to Seattle. In these positions, I



gained experience in the tasks that would be required for the sales clerk opening in your music store.

I am outgoing and friendly. In my previous jobs, I have enjoyed talking with the customers, and helping them to select the products that best meet their needs. I enjoy all types of music, and am familiar with a large variety of styles and artists. As you know, these skills and interests would be beneficial in a candidate for this job opening.

I would appreciate the opportunity to speak with you about the sales clerk opening. I will e-mail you next Thursday to schedule a convenient time for a meeting.

Sincerely,

James Powell