

The Cover Letter

*Resources: Augusta State University Career Office Website
North Carolina A&T State University "The Competitive Edge"
Texas A&M University Career Planning and Campus Recruiting Guide*

What is a cover letter?

- The cover letter serves as an introduction to your resume.
- The purpose of the cover letter is to get a potential employer to read your resume.
- The cover letter should draw a connection between the needs of the current job opening and the skills you can bring to the job.

What should be included in the cover letter?

- The greeting
 - Your name and address
 - The date
 - The name, title, company, and address of the person to whom you are sending your resume
 - The Salutation (Dear Mr. Or Mrs. X); Use a colon not a comma after the salutation
- The Opening Paragraph: State why you are writing, name the position or type of work for which you are applying and mention how you heard of the opening or organization
- The Middle Paragraph: Explain why you want to work for the organization and what qualifications and experience you can bring to that employer.
- The Closing Paragraph: Request that you be contacted for an interview, refer to your enclosed resume, and mention that your references are available upon request
- The closing:
 - Sincerely or Yours Truly
 - Signature with your name typed under it

How should the cover letter be formatted?

- The length should not exceed 1 page
- The language should be polite, businesslike, and to the point. A long and cluttered letter will only serve to put off the reader.
- Single space, 10 to 12 point font size, standard font (i.e., Times or Palatino), match the font size with the resume

The Cover Letter Exercise

Antoine Jenkins is a college senior, and he is currently seeking post-graduation employment. Antoine understands all the components of the cover letter, but is slightly confused on the correct order. Please help him by identifying each component of the letter and determining the correct order.

1. My resume is enclosed for your perusal. I would be happy to interview with you at your convenience. You may reach me at (336) 412-1234 during the evening hours. Thank you for your time and consideration. I look forward to hearing from you soon.
2. 1601 East Market Street
P. O. Box 1111
Greensboro, NC 27411
3/20/2004

Mr. John Doe
Human Resources Manager
XYZ Company
100 S. W. First Street
Anytown, USA 12345

Dear Mr. Doe:

3. As a senior at North Carolina Agricultural and Technical State University in Greensboro, North Carolina, I will be graduating in May of this year. My degree will be a Bachelor of Science in marketing. The experiences I have had in sales, along with my education, would be of great value to you. The bottom line is to build your company's client volume and profits, and I possess the qualities needed to accomplish this task.
4. Sincerely,

Antoine Jenkins

Antoine Jenkins

5. I am writing you to inquire about the possibility of obtaining a position as a sales representative with XYZ company. Through your literature in the Office of Career Services, I learned that XYZ Company is a leader in pharmaceutical sales.

	Component	Correct Order
1		
2		
3		
4		
5		