

TAKING ACTION

COVER LETTERS

The cover letter, or letter of application, should be mailed or emailed to an employer with your resume. The purpose of the letter is to present your skills and experience in future-oriented terms which highlight what you offer to the employer.

Use the letter as an opportunity to sell yourself for the particular job or job function you are seeking. Identify your experience and education that is most directly related to that job.

A well-organized, carefully constructed, and concisely written letter will convey your ability to communicate effectively on paper, an important aspect of most jobs. It will also demonstrate your interest in and qualifications for the position.

Important: If salary history or expectations are requested by the employer, it is best not to give specific figures. Instead, indicate your willingness to negotiate within the "going rate" for someone with your background and experience.

COVER LETTER CONTENT & FORMAT

Your Present Address
City, State Zip Code

Date

Name of Individual
Job Title of Individual
Company or Organization Name
Street Address or P.O. Box Number
City, State, Zip Code

Dear Mr./Ms./Dr. _____:

The first paragraph should state the position you are seeking, indicate why you are writing, and tell how you learned of the position. State your qualifications (education, experience, skills). Write in conversational short sentences.

The middle paragraphs highlight the most significant information the employer will read on your resume relating to your education, experience, activities, and skills. You may also present additional information about your experience or personal characteristics which are not listed in your resume.

Emphasize what you offer to the employer (not what the employer can do for you), *related to the position you are seeking*. You might provide specific examples of demonstrated skills and related experience. Highlight your job related skills, specialized training, course work, class projects, and significant accomplishments.

The last paragraph should have a *summary statement* of your qualifications and interest. Include information such as your telephone number and email. Always thank the employer for consideration of your application.

Sincerely,

(your signature in blue or black ink)

Full name typed

Enclosure: Resume

COVER LETTER SAMPLE

4561 11th Ave., Apt. #1
Seattle, WA 98105

October 6, 2008

Mr. Peter G. Reynolds
General Manager
Four Seasons Olympic Hotel
411 University St.
Seattle, WA 98101

Dear Mr. Reynolds:

While researching the hospitality industry in the Puget Sound region, I learned of the Four Seasons Olympic Hotel. I am currently a student at the University of Washington majoring in English. I am very interested in exploring internship opportunities in international business where my bilingual Japanese and English skills will be an asset in a full service hotel with an international clientele and staff.

I have experience as a bilingual receptionist assisting clients from Japan and many other countries. I am very comfortable interacting with people and have strong oral communication skills. Because of my earlier work experiences and extensive travel to English speaking countries, I am familiar with a wide range of cultures and adapt quickly to new environments. As a bilingual receptionist at the Tokyo International Airport, I assumed multiple responsibilities.

I look forward to talking with you. Please feel free to contact me by the phone number or email listed on my resume. Thank you for considering my application.

Sincerely,

Ryan Anderson

Ryan Anderson

Enclosure: Resume

COVER LETTER SAMPLE

5006 Wallingford Ave. NE
Seattle, WA 98105

July 24, 2008

Ms. Jessica Stevens
Director of Talent Sourcing
The Asia Pacific Group
67 Benton Street, #03-01
Singapore 189655

Dear Ms. Stevens:

I saw your executive track position in the Emerging Leaders Program at The Asia Pacific Group while viewing the University of Washington's HuskyJobs online system. As a senior in Business Administration at the University of Washington, I believe the position is a very good match for my skills and interests. The training and support to employees that The Asia Pacific Group provides is impressive and your mission of supporting business development in the Pacific Rim is exciting to me.

My six-month internship with Singapore Airlines and my international student organization leadership roles have helped me develop many relevant skills. In addition to my account development, project management and technical skills, I will bring to the position strong interpersonal skills, assertiveness and creativity to work cooperatively with program partners. My international experience, cultural background and language skills will help me to work with clients while bringing the Western perspective to projects. My resume is enclosed for your review.

I am excited and eager to apply my background and strengths to team projects with The Asia Pacific Group. I look forward to meeting with you to further discuss how my qualifications might match with the Emerging Leaders Program executive track positions. I can be reached by phone at 206-534-0928 or email at kmorris@u.washington.edu.

Thank you for considering my application.

Sincerely,

Keri Morris

Enclosure

Cover letters should be:

- Individually tailored (never a form letter).
- Addressed to an individual by name, including correct title, company name and address.
- Written in your own words in a conversational style with short sentences. Centered on the page with one inch margins.
- Closed with a request for action and "Thank You" for consideration. Signed in ink.
- Send the original on the same paper stock as your resume with a matching envelope. (Always keep a copy for your records.)