

Sample Cover Letter

245 Van Buren
Oxford, MS 38655

November 15, 2001

Mr. Charles Boswell
Human Resources Director
Thomas Incorporated
2000 Cannon Court
Suite 50
Memphis, TN 38117

Dear Mr. Boswell:

I learned about your company through the Career Center at The University of Mississippi. I am very interested in the position of management trainee. After researching your company on the Internet, I was attracted by the fast paced atmosphere and company culture of Thomas Incorporated.

I will receive my Bachelor of Business Administration this May with a concentration in marketing. Last summer I served as an intern at Belk Department Store, which enriched my knowledge of the retail industry. This experience convinced me to pursue a career in retail. I have gained management experience as Vice-President of the Spanish club. Being in charge of all the committees, I learned how to delegate responsibility and work well with others. Based on these experiences I am very qualified for the job.

I would appreciate the opportunity to meet with you and discuss my potential contribution to the Thomas Incorporated team. I will contact you during the week of November 20 to discuss employment possibilities. If you require additional information, please call me at 901/892-0331 or email bbsmith@olemiss.edu. Thank you for your consideration.

Sincerely,

Bob B. Smith

Guidelines for writing a cover letter

Your street address

City, State Zip Code (Do not use a comma between State and Zip Code)

Today's Date

Individual Name (Use Mr. or Ms.)

Title

Company Name

Company Street Address

City, State Zip Code (Do not use a comma between State and Zip Code)

Dear _____: (Be sure to use a colon)

First Paragraph: *The first paragraph simply tells what position you are applying for and how you heard of the position.*

- If you know someone at the company, or if someone referred you, be sure to mention it in your first paragraph in order to catch the reader's attention.
- You could also state why you are interested in the position or what attracted you to the company (to show that you have researched the company).

Second Paragraph: *This one is a little harder, but you want to tell the employer why they should hire you!*

- Describe your accomplishments, previous experience, and job-specific skills. (You can use one or two paragraphs for this section.)
- Be selective. There's no need to restate everything that is on your resume.
- A good tip is to look at the qualifications listed on the position announcement, then make sure you respond to each qualification listed.
- You are establishing your case for an interview so indicate at least three accomplishments that fit directly with what the employer is looking for.
- Focus on what you can do for the company instead of what the company can do for you.

Last Paragraph: *This paragraph closes the letter and does four things: 1) Requests a meeting or interview at the employer's convenience; 2) Offers a follow-up date that you will get in touch with the employer; 3) Invites the employer to contact you with questions (include your phone number and email here); 4) Thanks the employer for his/her time and consideration.*

- You may state that you will be in the area during a specific period of time and will make contact with the employer when you arrive in that city.
- A good tip is to take an aggressive approach by indicating a specific week in which you will contact the employers to follow-up. For Example, "I will contact you the week of April 12 to schedule an interview."
- Allow the employer enough time (1-2 weeks) to review the resume before you follow-up.

Sincerely,

(Sign your name below and type your name beneath your signature)