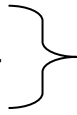


## Tip Sheet: COVER LETTER EXAMPLE

**Your name, Email, Telephone number**



*Match the formatting as on your resume – use it like your professional letterhead*

Date *(that you are sending the letter)*

Contact name, Title *(call or research to find the name and title of the reader)*

Company name

Company address

Re: Customer Service Associate, Competition #12345 *(exactly as in the job posting)*

Dear Contact Name: *(First and last name of the reader)*

Open the letter by introducing yourself and letting them know why you are interested in the position. If you have a connection or were referred by someone, mention it here. Supply information about why you want to work with their company. What interesting things did you learn about them in your research?

In the body of the letter draw their attention to your key skills and experiences that match and make it easy to see how you are a great fit for the position. Expand on some of the information in your resume by explaining projects that you have worked on and quantifying accomplishments that are relevant to the position. Add some personality into your writing and speak in a more conversational way if appropriate for the level/position.

This is a great place to mention information about relocation, transportation to and from work, flexibility in work schedule or things that were mentioned in the posting and were not covered in your resume. This area could be written in a few brief paragraphs or with a summarized bullet list of skills (those which are most relevant). Avoid stringing large lists of skills together with commas and instead, work at explaining how your specific skills and experience set you apart from other applicants. A cover letter may be written in a T format where you divide your letter to show what they are asking for and your match to those requirements (see T-Format Cover Letter example in Tip Sheets).

Thank the reader for considering your application and let them know that you are available for an interview. A more assertive approach would be to ask for the interview and state your intention to follow up (only use this if you are committed to following up).

Sincerely, (or Best Regards, Regards, etc.)

Your first and last name *(there is no need to provide a signature unless you are delivering a hard copy)*