

Cover Letters

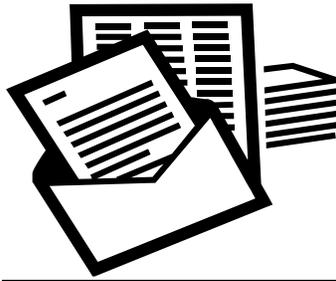
Every resume should be accompanied by a cover letter. A cover letter is just as important as the resume and deserves just as much preparation.

Cover letters have several basic parts:

- ◆ Return address
- ◆ Date
- ◆ Employer's name and address
- ◆ Greeting
- ◆ Body
 - A brief introductory paragraph about how you learned about the opportunity, who referred you, your interest and skills
 - A short paragraph about how your experience and education match the company's needs and refer the reader to the attached resume
 - A short summary paragraph to thank the reader for his or her time and to provide a date that you will follow up (if appropriate)
- ◆ Closing / signature

Cover letters...

- ◆ Are addressed to a particular person rather than "To whom it may concern" or "Personnel Manager"
- ◆ Are tailored to the particular job for which you are applying
- ◆ Let employers know that you want the job
- ◆ Demonstrate your knowledge of the company
- ◆ Highlight your accomplishments and refer to your resume
- ◆ Let you explain a career change or other information
- ◆ Have limited use of "I" or "my"
- ◆ Are error-free
- ◆ Use active verbs
- ◆ Are easy to read
- ◆ Are brief



Cover Letter Example

Susan Sanders
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Valdosta, GA 31602
(229) 244-4680 □ susan@hotmail.com

January XX, 20XX

Ms. Cindy Mathis
Director of Human Resources
Jones Finance
1222 W. Hill Ave.
Valdosta, GA 31601

Dear Ms. Mathis:

Ms. _____, my accounting instructor at Wiregrass Georgia Technical College, referred me to you about the opening for an Accounting Clerk with your business because of my exceptional accounting skills and work ethics.

As outlined in the attached resume, I completed the accounting program at Wiregrass Georgia Technical College with honors, am proficient in QuickBooks Pro and Microsoft Office Suite, and completed a six month accounting internship at Langdale Accounting Services. I believe that this background will prove beneficial to your company and am eager to prove my skills to you. I will be happy to provide you with a transcript showing my courses of study and work ethics grades.

Thank you for taking time to review my resume and for considering me for an accounting position for your company. I will contact you on _____ to answer any questions and please feel free to contact me at any time at (229) 244-4680 to arrange an interview.

Sincerely,

Susan Sanders

Susan Sanders