**A LETTER OF APPLICATION - A COVER LETTER**

**Definition:** A letter of application, also known as a cover letter, is a document sent with your resume to provide additional information on your skills and experience.

A letter of application typically provides detailed information on why are you are qualified for the job you are applying for. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

Your application letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

When writing an application letter you should include:

* **First Paragraph:** Why you are writing - mention the job you are applying for and where you found the listing.
* **Middle Paragraph(s):** What you have to offer the employer - mention why your skills and experience are a good fit for the job.
* **Last Paragraph:** Say thank you to the hiring manager for considering you and note how you will follow up.

**Sample Cover Letter (summer jobs)**

2842 South Plaza  
Chicago, Illinois 60228  
March 12, 2001

David C. Johnson  
Director of Personnel  
Bank of Chicago  
490 Michigan Avenue  
Chicago, Illinois 60222

Dear Mr. Johnson:

The accompanying résumé is in response to your listing in the Chicago Tribune for a bank teller.

As a student studying economics, who also worked in the college bookstore, I understand the value of money and have the skills to handle it properly. My three years of summer experience in the retail industry will translate well into a dedicated employee in the banking world. In addition, I have a consistent record of working well with others and am certain I would be an asset to your bank.

I am excited about the opportunity to work with a respected financial institution. Your company’s commitment to personal service has impressed me for many years, and I hope to be a part of that service.

I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. Therefore, I will call your office on the morning of March 17 to inquire if a meeting can be scheduled at a convenient time.

I look forward to meeting you.

Sincerely,

James Petersen