

Cover Letter Tips & Examples

TIPS:

1. Address the cover letter to a specific person so make it personal.
2. DON'T repeat the information that's on a resume.
3. Use keywords taken from job description.
4. Tailor your letter to the company you're interviewing with.
5. Tell them why you picked them and why they should hire you.
6. Organization and clarity is key! PROOFREAD!!!
7. A cover letter is NOT GENERIC; each job title should have its own cover letter.
8. The cover letter should be one page, very detailed but short and concise.
9. Do not demand or be too cocky in the letter but also inquire you would like to set up an interview at their earliest convenience.

GOOD COVER LETTER

12412 S. 71st Ave.
Palos Heights, IL 60463
(708) 311-1111
msmith@gmail.com

September 10, 2010

Director of Human Resources
Illinois Institute of Technology
3300 S. Federal St.
Chicago, IL 60616

Dear Director of Human Resources,

I hope that you will accept the attached resume in consideration for the Editorial Associate position at your institution. I strongly believe in the Illinois Institute of Technology's mission to provide distinct and relevant education, and I believe that I possess the talent, skills, experience, and attitude required of this position.

In May, I graduated from Saint Xavier University with a Bachelor of Arts degree in English and a minor in Communications. My studies in these areas have helped me in developing excellent written and oral communication skills. My college courses have not only provided me with experience in researching for written publications, but also with editing web pages. In addition, my work experiences at non-profit organizations have given me the opportunity to hone my communication skills. My experience as a Media Relations Intern at Saint Xavier University challenged me to take photographs for the online university newsletter. Furthermore, my current position as a Public Relations Intern at The Field Museum has provided me with experience in composing monthly newsletters, detailing Museum exhibitions and upcoming events, which are distributed regularly to media outlets. In addition, this position challenges me to assist in organizing media packet mailings. For these reasons, I believe that I would be an ideal candidate for this position.

I truly want the opportunity to meet with you to discuss my qualifications in detail. Please do not hesitate to contact me at your earliest convenience at (708) 311-1111 or msmith@gmail.com. Thank you very much for your valuable time and consideration. I look forward to hearing from you.

Sincerely,

Mary Smith

BAD COVER LETTER

Hello,

My name Jose Rivera and I am interested in the Animal Caregiver: Rescue and Recovery Center you currently have available at Paws Chicago. I have open availability Monday – Friday 4- close and Weekends Open. I have a passion for animals I owned a dog as well as dog sit for a few of my friends throughout the year. I also, watched over my neighbor's cat a few times out the year. Enclosed you will find my resume where it dictates in detail my past employment history and experiences. I hope that it is a match for the position you have open, I look forward to the possibility of joining your company. Thank you for taking the time to overlook my credentials.

Best Regards,
Jose Rivera
312-556-1285