

How to Write a Successful Cover Letter

Name
Address
City, State, Zip Code
Phone or Cell Number

Employer Name
Company
Address
City, State, Zip Code

Date

Dear Sir or Madam,

First Paragraph: Introduce yourself to the employer. State the position you are applying for. Inform the employer how you heard about the job opportunity and your interest in working for their organization.

Second Paragraph: Outline your skills and how they relate to the job. For example:

- Computer skills: Microsoft Word, Excel, Publisher, PowerPoint, and typing speed
- Customer service experience
- Sales/retail experience
- Child care
- Clerical experience (answering phones, faxing, filing, mail distribution, etc)
- Receiving and shipping/stock

Optional Information: This is a good time to mention any details that are not found on a résumé, including major career changes, transitions into a new industry, or residential moves (i.e. city, state, or country). If appropriate explain the reasons behind the change, emphasizing transferable skills that you possess.

Third Paragraph: Thank the employer for reviewing your application. Express your interest in hearing back from the employer regarding the job opportunity. Enclose your contact information (telephone number, cellular phone, and/or email address).

End the letter with Sincerely and sign your name below.