

COVER LETTER TIPS

You should also send a cover letter with your resume. Your cover letter should answer the question: "Why should I read your resume and call you for an interview?" It should tell what position you are applying for and what skills you have that make you right for the position. You don't want to repeat everything that is on your resume. Add some additional information about your skills. If possible, address your cover letter to the person who will be doing the hiring. Call the company to find out if you don't know.

May 20, 2010

Wal-Mart
456 Main Street
Anytown, USA 12345
Attn: Mike Jones

RE: Computer Salesperson Position

Mr. Jones,

I am applying for the position of Computer Salesperson that was listed in the Lincoln Journal Star. I have experience with computers. I was president of my school's computer club and have always been passionate about computers.

I am a problem solver and enjoy the technical challenges that working with computers presents. I work efficiently to produce high quality results.

I have included my resume for your review. I look forward to hearing from you to discuss my interest in this position.

Sincerely,

Susie Smith

May 20, 2010

Wal-Mart
456 Main Street
Anytown, USA 12345

Dear Mr. Jones,

The Part-Time Marketing Office Assistant position advertised on your website is an excellent match with my abilities. I am in my final year of high school and have been accepted into UNL next year. I will be majoring in Business and Marketing. I would like the opportunity to be considered for this position you are currently advertising for.

I have been interested in Marketing for some time now and am eager to begin a career in this field. The opportunity to work with seasoned professionals is very appealing to me as I am seeking experience and a chance to learn from people in this career area. Nebraska Public Power District (NPPD) is the kind of company I see myself working for in the future.

I have gained experience in marketing and advertising through working as part of the marketing team on my school student newspaper. I have found this experience to be invaluable as I have been involved in strategic problem solving and communications. I have excellent creative writing skills.

I would like the opportunity to help NPPD achieve their goals. I feel that my creative writing skills and experience will bring a fresh perspective to NPPD. I am self-motivated, versatile and very creative. The skills I learned working on the school newspaper have prepared me to meet specific needs in a high-pressure environment. I can deliver goal-orientated results within tight time constraints and am able to work as part of a multifunctional team. I think these key qualities make me an excellent candidate for this position.

Thank you for taking the time to consider my application. If you require any further information I am available to meet with you personally. I look forward to becoming a valuable team member with your company and I will follow up soon to confirm that my resume has been received.

You may contact me at 555-555-5555 or via email at susie@getajob.com.

Best regards,

Susie Smith

May 20, 2010

Wal-Mart
456 Main Street
Anytown, USA 12345

Dear Hiring Manager,

I am interested in the part-time position of Cashier that was advertised in the Lincoln Journal Star.

I have excellent communication and customer service skills. My past experience as a volunteer at St. Elizabeth Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people.

I believe that my communication skills, customer service abilities, and positive work ethic would make me an asset to your store.

Thank you for your consideration. I can be reached at 555-555-5555 or susie@getajob.com. I look forward to hearing from you soon.

Sincerely,

Susie Smith