

Cover letters

Resumes and cover letters should be thought of in the same sentence. One without the other, is like wearing only one shoe. The cover letter is a document that provides the reader/employer with essential information which is not covered in the resume. It can inform the reader of how you, as the candidate, heard of the job opening, why you are interested in the position, when you are available for an interview and any other information about your education and qualifications which can be better communicated in a narrative form, rather than a bullet item, better suited for a resume.

Cover Letter Template

Your address

Date

Employer's Name and Title

Company/Organization name

Company Address

Salutation:

First Paragraph: State why you are writing, how you heard of the position opening and the name of the position to which you are applying. If you were referred by a friend, colleague or family member, mention his or her name here.

Second Paragraph: In your own words, describe your education and experience and how this might relate to opening to which you are applying. Do not reiterate your entire resume, but highlight the experience you have which is a good fit. Always use positive language and never highlight your inexperience. This paragraph should convey your interest, enthusiasm and relevant skills in a confident way.

Last Paragraph: Refer the reader to your resume. Reiterate your interest in the position. Describe what you would like the next step to be (usually this means to set an interview appointment) and how the reader may contact you.

Sincerely-

(your signature when sending via mail)

Type your name here

Sample Cover Letter

Jade Green
7 Tangerine Court
Aliso Viejo, CA 92656
555-555-0303

Mr. Arnie Weatherbee
Habitat For Humanity
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherbee,

I am responding to the position opening for Program Coordinator, which I heard about through my friend John White, who is an employee at your organization. I am very interested in this position.

My outgoing personality, my leadership experience, and my recently completed education make me a strong candidate for the position as a Program Coordinator for Habitat for Humanity. I recently graduated from Soka University of America with a degree in Liberal Arts. While there, I was president of both the Humanity In Action Club and the Soka Education Club. Additionally, I have worked part-time as a cashier at a local restaurant. These opportunities have helped me perfect my communication and conflict management skills, which are essential as a Program Coordinator.

Please see my attached resume for further details of my experience. I am confident I can make a contribution to Habitat For Humanity as a Program Coordinator. I look forward to an interview soon. Please contact me at 555-555-0303 to set a convenient time.

Thank you for your time and consideration.

Sincerely,

Jade Green