

# Surviving the Cover Letter

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It's common knowledge that the résumé you send to a prospective employer should always be accompanied by a cover letter. What isn't common knowledge is that the cover letter in many situations is as important as the résumé itself. A good cover letter draws attention to you and can separate you from the competition.



*What makes a good cover letter? Here are some survival tips:*

- Write your cover letter to fit a specific employer.
- If at all possible, address the letter to a specific person and double check the spelling of his or her name.
- State your skills and abilities as they apply to a particular job.
- A well-researched cover letter enables you to demonstrate your knowledge about the company you're writing to.
- The more you know about the requirements of the job being offered, the better the impression your letter will make.
- Express your interest in both the job and the company.
- It is particularly important that your letter states how you will follow through in applying for this job.
- Be brief. Remember, your goal is to get an interview.
- Most importantly – **SELL YOURSELF!**

# Sample Cover Letter

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The Cover Letter should focus on specific skills and abilities that pertain to the position for which you are applying.

Your Street Address *(Begin approximately 1.5" from the top)*  
City, State Zip Code  
Today's date *(Enter 4 times)*

Mr./Ms. Actual Contact Name  
Job Title  
Company Name  
Street Address  
City, State Zip Code *(Enter 2 times)*

Dear Mr./Ms. Contact Name: *(Enter 2 times)*

**First Paragraph** – Tell why you are writing; name the position, or field, or general occupational area for which you are applying; tell how you heard of the opening or organization. You want to get the employer's attention and arouse their interest. Display your knowledge of the company you are writing to. *(Enter 2 times)*

**Second Paragraph** – Mention a few qualifications you think would be of greatest interest to the employer; tell why you are particularly interested in the company, location, or type of work; be sure to indicate any related experience, educational background, or specialized training that might increase your employability. Don't forget the training that you have received at your ROP training site. *(Enter 2 times)*

**Third Paragraph** – Close by making a specific request for an interview; give an approximate time period in which you will re-contact the company to further discuss employment opportunities; refer the reader to the enclosed resume. *(Enter twice)*

**Fourth Paragraph** – Thank the prospective employer for their time and consideration. Tell them that you are looking forward to talking with them in the future. *(Enter 2 times)*

Sincerely, *(Enter 4 times)*

Your Signature *(leave this area blank for your actual signature)*

Your name *(Enter 2 times)*

Enclosure