

Cover/Application Letter Content

Your Contact Information:

Name

Address

City, State, Zip Code

Date: Month day, year

Employer Contact Information:

Name

Title

Company

Address

City, State, Zip Code

Salutation:

Dear Mr./Ms. Last Name:

Body of Cover Letter:

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, requests an interview, and provides your contact information.

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle Paragraph(s):

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are introducing your resume, not repeating it. (Be positive about your skills!)

Final Paragraph:

Conclude your cover letter by telling when you are available to meet, how to reach you, and thank the employer for considering you for the position.

Complimentary Close: Respectfully yours, (enter four times)

Handwritten Signature (for a mailed letter)

Signature: Typed Signature

Example Cover Letter

Jeff Johnson
1122 Jackson Avenue
Camdenton, MO 65020
September 26, 2011

Deanna Career
Human Resources Director
Gap Stores, Inc.
123 Jones Road
Camdenton, MO 65020

Dear Mrs. Career:

I would like to be considered for the Sales position in the Camdenton location of Gap, which was posted in the Lake Sun Leader on September 25, 2011. My background and experience in sales is just what you're looking for in a sales person.

I have excellent communication skills and strong customer service abilities. My past experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and it 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.

I would certainly value the opportunity to meet with you and discuss how my skills would meet the needs of your company. My resume is attached for your consideration. You may contact me at 573-346-9364. Thank you for your time and consideration.

Sincerely,

Jeff Johnson