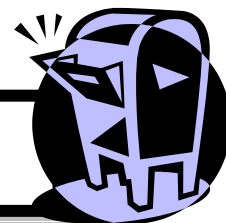


Name _____

Date _____



Cover Letter/Letter of Application

Introduction: When you respond to a classified ad or other public advertisement of an open position, your resume and the letter that accompanies it are your first introduction to a potential employer. You probably will be one of many people responding to the ad. In order to get the employer to read your resume, you need to develop a cover letter that will set you apart from the rest.

Directions: Write a letter responding to a position advertised in your local paper or Job Service which is of interest to you. Use the letter basics, parts of a letter and sample response letter as references.

Parts of a Cover Letter

- A. List your name and address (telephone number here or in the closing paragraph).
- B. Give the date you are writing the letter.
- C. List the person's name to whom you are writing, including the job title and complete address.
- D. Open the letter by stating the reason you are writing, i.e., responding to the ad. Include the name of the position, when it was advertised, and the paper in which you saw the ad.
- E. The second paragraph, the main body, is your sales pitch. It should explain why you are interested in the position and direct the employer's attention to the skills that make you right for the job. Mention that your resume is attached for more details.
- F. Ask for an interview, don't be shy. Tell them you would like to follow-up, i.e., phone to arrange a mutually convenient time to meet. Or see if they could schedule some time to talk to you by phone. Include your phone number so the employer can contact you. Mention when you can be contacted, if appropriate (i.e., other than regular work hours, 8-5, M-F).
- G. Closing.

Sample Cover Letter

<i>Address and date</i>	<p style="text-align: right;">1629 Sheridan Rd Bitterroot, MT 59888 January 11, 2010</p>
<i>Name, title and address of a specific person</i>	<p>Ms. Patty Thomas Personnel Manager Hi-Tech Industries 3235 Industry Ln Bitterroot, MT 59888</p>
<i>Greeting</i>	<p>Dear Ms. Thomas,</p>
<i>Opening--get their interest</i>	<p>Enclosed is a copy of my application for computer help-line assistant advertised with the Missoula Job Service.</p>
<i>Main body--get down to business--tell why you are right for the job</i>	<p>I have completed two years of computer skills classes at Central High School including Troubleshooting Basics and Basic Design. I have volunteered for the past ten months at the Senior Citizens Center, helping seniors use computers for various applications. This experience has strengthened my communication skills and abilities to speak about computers in language everyone can understand. My resume provides more information about my experience and skills which I can bring to your company.</p>
<i>Closing paragraph-- wrap it up--tell how you will follow up</i>	<p>I will be calling on Friday, January 15 to speak to you about the possibility of scheduling an interview for this position. If this is not convenient, or there are any other questions my phone number is 406-555-5555 and my email address is jjohnson@computeraps.net.</p>
<i>Closing, leave 4 spaces between the closing and your typed name. This is where you will sign the letter.</i>	<p style="text-align: right;">Sincerely,</p>
<i>This note lets the receiver know there is another document with your letter</i>	<p style="text-align: right;">John Johnson</p> <p>Enclosure</p>

