

Cover Letter Format with Guidelines

First and Last Name
Address
City, State Zip Code
Phone Number
E-mail address

January 20, 2013

John Smith
Human Resources Manager
Company Name
Address
City, State Zip Code

Dear Mr. Smith:

First paragraph: State the position for which you are applying. Include why you are writing this letter and how you heard of the position. Finally, include your qualifications (that is, your education, experience, related skills, and abilities). Be brief and conversational.

Second paragraph: Highlight the most significant information from your resume related to your education, experience, accomplishments, and skills. Include your work experience or personal characteristics that are not described in your resume. Write from the perspective of what you can do for the company regarding the position you are applying for and reference key qualifications and requirements listed on the job description. Provide brief examples of your demonstrated skills, related experience, and significant accomplishments.

Last paragraph: Summarize your qualifications and interests. Offer contact information (that is, phone number and e-mail address). Thank the hiring manager for considering your application. In conclusion, state next steps and your intent to follow up with the manager.

Sincerely

(Your signature here in ink)

Place your full name here

Enclosure: Resume

Cover Letter Example

Tamara Todd
234 Main Street
Brooklyn, NY 01010
222-123-4567
TamaraTodd@gmail.com

January 20, 2013

John Smith
Human Resources Manager
ABC Company
55 University Street
Allen Town, PA 04409

Dear Mr. Smith:

I am writing to express my interest in the Digital Marketing Manager position listed on myCareer. I have experience managing a large network of online retail sales channels and district sales and marketing teams for the building industry. Much of my experience has been in Marketing and Sales; however, I do have experience as a Community Manager and my digital marketing experience will be an asset to your organization.

My responsibilities include managing the daily operations of a regional sales and marketing team, as well as the design and development of the company social media sites, including Facebook, Twitter, YouTube, and LinkedIn. I increased internet sales by 43% during my first two years as District Sales and Marketing Manager, and my team increased online traffic by 45%.

With more than 10 years of experience in Sales and Marketing and a successful track record in online sales, I am qualified for this position. Please feel free to contact me at TamaraTodd@gmail.com, or call my cell at 222-123-4567. I look forward to the opportunity to interview and I hope to hear from you soon.

Sincerely

Tamara Todd

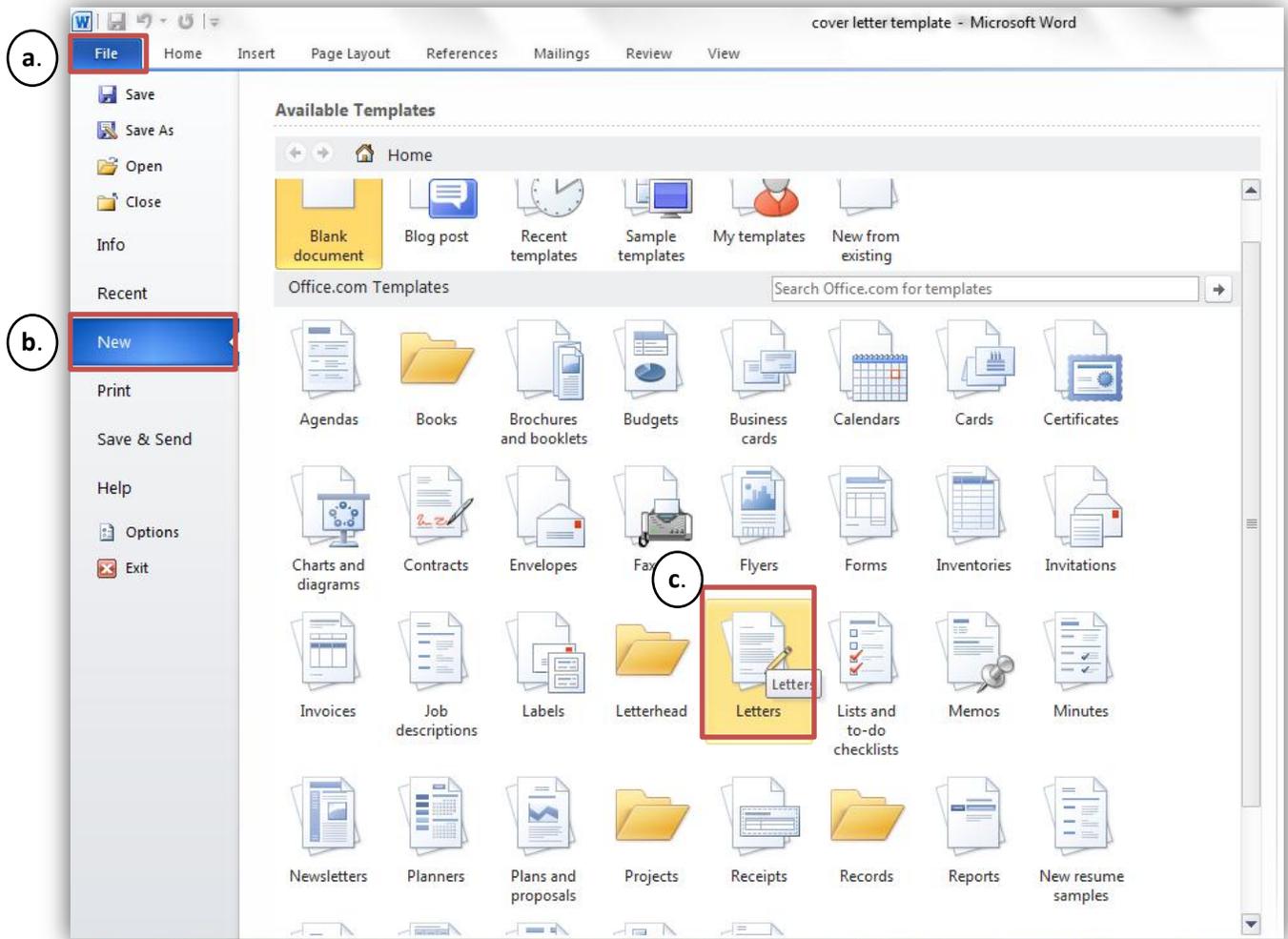
Tamara Todd

Enclosure: Resume

Cover Letter Templates

Microsoft Word offers a good selection of Cover Letter Templates. To access these cover letters:

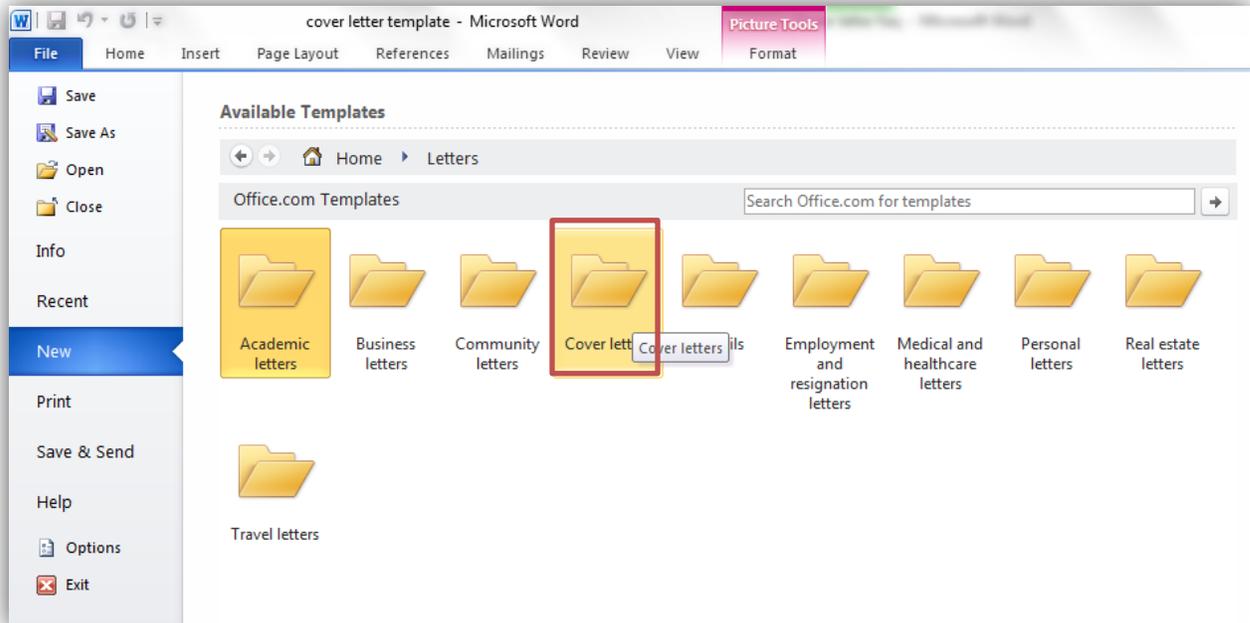
1. **Open Microsoft Word, then click:**
 - a. File
 - b. New
 - c. Letters



Cover Letter Writing Tips

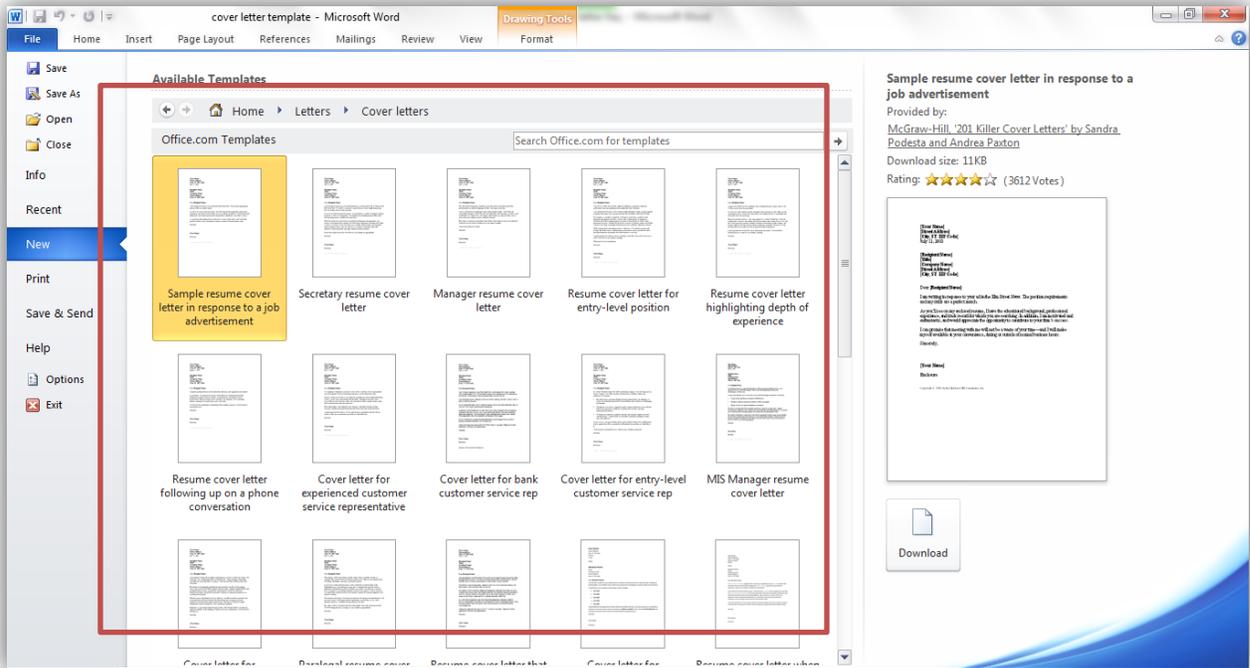
2. Click Cover Letters

- This will launch Microsoft's Office.com Templates. *Note: Be sure you have access to the internet before clicking Cover Letters.*



Cover Letter Writing Tips

3. Browse the available Cover Letters, and select the letter that will best match your needs.



4. Double click on your selected Cover Letter Template.
5. Type over the text in the file to create your own, personalized cover letter.