

# MPL Career Link Center

## Cover Letter

### THE COVER LETTER

When applying for a job, a cover letter should be sent or posted with your resume. Your cover letter should be specific to the position you're applying for. Relate your skills and experiences to those noted in the job posting. Your cover letter is your first and best chance to make a good impression!

To be effective, your cover letter should follow the format of a typical business letter and should address three general issues:

- specify which job you are applying for
- what you have to offer the employer
- how you will follow up

## Body of your Cover Letter

### First Paragraph:

The first paragraph of your letter should explain ***why you are writing***. Mention the position you are applying for. If you have a mutual contact, include his or her name.

### Middle Paragraphs:

The next section of your cover letter should ***describe what you have to offer the employer***. Convince the reader that they should grant the interview or appointment you requested in the first paragraph. List personal qualities, skills, or experience you have that match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

### Final Paragraph:

***Conclude your cover letter by thanking the employer*** for considering you for the position. ***Include information on how you will follow up***. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and following up if you fax or email.

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**SAMPLE COVER LETTER**

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**Your Name**  
**Your Street**  
**Your City**  
**Your Home Phone**  
**Your email**

**July 31, 2009**  
**Human Resource Manager**  
**Target Company**  
**Department**  
**Street address**  
**City, State, ZIP**

**Dear Name of person listed in posting:**

**In response to the recent job posting on your website, please accept this letter in application for the [name of] position currently available within your company.**

**As you can see from my enclosed resume, my training in [field], as well as my [types of] skills and work experience, make me a strong candidate for this position.**

**I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. I will be following up next week. Thank you for your consideration.**

**Respectfully yours,**

**Your Signature (Handwritten)**

**Your Name (Typed)**

**Enclosure: Resume**

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## Websites:

[Quint Careers](#) Tutorial providing answers to cover letter questions.

[JobBank USA](#) Combines resume, cover letter and interview resources with an online job site.