

Cover Letter Sample

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When you are applying for a cover letter, you should be sure of what to write. You should also review the letter after composing it. This is basically the first impression you can make to your potential employers. Your cover letter must indicate which position you're applying for, your skills and your experiences.



Here is a sample of a cover letter.

James Macintosh
Rain Company
47829 Maine Street
Los Angeles, CA 90210

Dear Mr. Macintosh

I have always wanted to teach and I have accomplished this as soon as I finish my college education. In order for me to add more to my knowledge and abilities, I continued educating myself by volunteering in various schools. There, I practice what I've learned.

I can work on my own or be a part of a team. I have enough motivation to provide your company the best service. I can deliver on time. I am fluent in Spanish.

Other skills I can offer are:

1. My knowledge on health disorders
2. My teaching and counseling principles
3. My ability to mediate between clients and agencies

I have also done surveys and mapping tasks which concentrates on foundation formation and soul mechanics. I have dabbled in analysis and structural design of the school in our town.

I was encouraged by Cynthia Rowley, Director of California University, to send in my application to the position of English Teacher. After careful study of your school, I am confident that I can provide you my services in the best way possible.

You can contact me at the phone number and email address I have indicated below. I look forward to hearing from you. I can be reached anywhere and anytime. Thank you for your consideration.

As seen here, an effective cover letter explains the reasons why you are interested in the organization. It must also indicate the position you are applying for. In connection to this, the skills that have been enumerated must go well with the position being applied for because the company hires possible employees on what they can offer. The cover letter is reviewed by the employer. The intention is to identify why the applicant is applying for and seeking out the position with the company. The cover letter is the critical phase on the job search procedure. This is the opportunity to get the attention and the interest of the employer.

Tips to writing an effective cover letter:

1. Your opening paragraph must be attention grabbing since this is the first part the potential reader would notice.

2. Use bullet points in indicating your skills. In this way, you wouldn't have to use "I" too much. The employer would also have an easier time reading these.

3. Mention accomplishments that show how qualified you are to the position you're applying for.

4. Head straight to the point and do not dilly dally. The employer has no time for nonsense. The more direct your cover letter is, the better chance of you getting that interview.

5. Name dropping is effective. The person you mention need not be working in the company. He or she can be someone the reader respects.

6. Be proactive when requesting for interviews. If you are going to follow up, then follow up. If the employer arranged a time for you to call, call at that time.

Jimmy Sweeney is the president of CareerJimmy and author of several career related books and writes a monthly article titled, "Job Search Secrets. In just 3½ minutes you will have an amazing cover letter guaranteed to cut through YOUR competition like a hot knife through butter!" Download your resource for "instant cover letters" at the CoverLetterCentral.com website; <http://www.coverlettercentral.com>.