



# Cover Letter Packet

*This resource can guide you through the process of creating your first cover letters.*

## Key Elements of Successful Cover Letters

Your present address  
City, State, Zip Code

Today's date

Individual's First & Last Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**Introduction.** Indicate the reason for writing, the specific position or type of work for which you are applying and how you learned of the opening (career center, name of publication or website, friend, employment service, etc.).

**Body.** (One to three paragraphs.) Mention why you are interested in the position, the organization, its products or services; above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience.

**Conclusion.** In the closing paragraph, indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise the employer of your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, ask if the company will be recruiting in your area.

Sincerely,

*(Your neatly handwritten signature here)*

Your name typed

Enclosure

SAMPLE 1: Application Letter, Full Block Format

1325 Kensington Avenue  
Wheaton, IL 60187

March 15, 2000

Mr. Chuck Moser  
Manager of Human Resources  
Great Lakes Industries, Inc.  
2900 W. Oak Street  
Chicago, IL 60610

Dear Mr. Moser:

I am applying for the position of systems analyst, which was advertised on March 12 with the Career Center at DePaul University. The position seems to fit very well with my education, experience and career interests.

Your position requires experience in computer systems, financial applications software and end-user consulting. With a major in computer science, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university's computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more detail on my qualifications.

I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in working for Great Lakes Industries. Your firm has an excellent reputation and comes highly recommended to me.

I would appreciate the opportunity for a personal interview. I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at (312) 123-4567.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jennifer Watson

Enclosures

SAMPLE 2: Prospecting Letter, Block Format

233 S. Stone Avenue  
Naperville, IL 60540

September 6, 2000

Mr. Timothy T. Mellon  
Director of College Recruiting  
Midwest Mercantile Company  
4500 Randolph Drive  
Chicago, IL 60601

Dear Mr. Mellon,

I read your company's description in the *CPC Annual* and would like to inquire about employment opportunities in your management training program. I want to work in retail management after graduation.

I shall receive my Bachelor of Science degree this June. My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. And my experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will call you during the week of September 13 to discuss employment possibilities. In the meantime, if you need to contact me my number is (708) 668-4444. Please leave a message if I am not in, and I will return your call the next day.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Thomas D. Ford

Enclosure

SAMPLE 3: Networking Letter, Modified Block Format

5047 N. Oriole Avenue  
Orland Hills, IL 60477

April 21, 2000

Ms. Cynthia S. Kennedy  
Manager  
Ernst & Young  
Sears Tower  
Chicago, IL 60606

Dear Ms. Kennedy:

Dr. Carr, professor of accounting at DePaul University, suggested that I contact you. He thought you would be in an excellent position as an alumna to assist me with a career decision.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting and IRS work all sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a CPA.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

Janis K. English

SAMPLE 4: Thank You Letter, Modified Block Format

1657 Redwing Road  
Deerfield, IL 60015

August 2, 2000

Dr. Frieda Holmes, Director  
Technical Design Group  
International Business Consulting, Inc.  
1429 Drury Lane  
Oak Brook, IL 60467

Dear Dr. Holmes:

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning about your research and design work.

My enthusiasm for the position and my interest in working for IBC were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I am sure I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at (708) 474-4848 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

George Loscheider