

# COVER LETTERS

It is important that you send a well-written cover letter along with your resume when applying for a position, especially for positions requesting cover letters, or for positions requiring strong writing skills. A cover letter is a one-page statement of objective which should highlight your skills and interest in a particular field/position. It should communicate to the prospective employer how you are a good match for the company and the desired position. Take the time to craft a good letter, and proofread it very carefully before sending; if your cover letter has errors, your whole application may be thrown out! Save copies of all correspondence for your records.

## Cover Letter Format

Your Address  
City, State, Zip Code

Date

First Name and Last Name of Contact Person  
Title of Contact Person  
Name of Organization  
Street Address or PO Box #  
City, State, Zip Code



Dear Mr. / Ms. Last Name:

**1<sup>st</sup> Paragraph:** State why you are writing. Identify the position, field or general area of your inquiry. Tell how you heard of the opening or organization.

**2<sup>nd</sup> Paragraph:** Indicate your career or job objective and why you are particularly suited for this company or the type of work. Highlight your particularly relevant achievements and qualifications by giving specific examples. Elaborate on key points from your resume without repeating your resume word-for-word. Be sure to point out facts such as related work experience, coursework or training. Communicate to the employer that you understand the position and have the qualities the employer seeks.

**3<sup>rd</sup> Paragraph:** Politely request an interview. Your closing should reiterate your interest in the position and give specific information about how you can be reached. Thank the employer for his/her time and consideration. Repeat your phone and email contact information.

Sincerely,

Your Name Typed

*(Don't forget to sign your name before faxing or mailing the letter and keep a copy for your records! If you are sending a cover letter by e-mail, copy and paste the letter into the body of the e-mail message. You do not have to electronically sign your letter.)*

## Sample Cover Letter: Print Format

51 Maple Drive  
Ridgewood, New York 10825

August 11, 2011

Mr. Money  
Manager of Finances  
TMS Company  
44 Dollar Avenue, Suite 322  
New York, NY 10010

Dear Mr. Money:

In response to your advertisement posted in Baruch College's Career Development Center, please accept this letter and resume as application for the Summer Finance Internship Program.

As an intern at Citibank, N.A. last summer, I had exposure to corporate stocks and bonds and was able to further develop my computer and interpersonal skills. I am attracted to TMS by your rapid growth and the excellent reputation of your corporate investment department.

My resume is enclosed which covers my experience and qualifications in greater detail. I would appreciate the opportunity to discuss my credentials with you in person. I can also be reached at 347-222-2222 or [iinvestments@gmail.com](mailto:iinvestments@gmail.com). Thank you and I look forward to speaking with you.

Sincerely,

**Ingrid Investments**

Ingrid Investments

ENC: Resume

## Sample Cover Letter: Print Format for Referral for Internship

36-97 Court Street, Apt. 2C  
Brooklyn, NY 11215

August 11, 2011

Mr. Maxwell Media  
Director of Personnel  
Madison Avenue Press  
1673 Madison Avenue  
New York, NY 10010

Dear Mr. Media:

I was referred to you by Dr. George Daily, my Journalism professor at Baruch College, who suggested that your company might have an opening for an Editorial Intern. Currently, I am a junior majoring in English and minoring in Journalism.

As you will note from the enclosed resume, I have maintained a high grade point average while also working part-time throughout college. My background includes training and experience in various aspects of writing, research, and public speaking. The following accomplishments are noteworthy:

- Serving as Opinions Editor of *The Ticker* (Baruch College student newspaper), directing a staff of three people
- Winning the 2005 Milton Hall Award for Creative Writing after competing against 225 college students
- Representing Baruch College for the past two years as a member of the Debate Team, which ranked second regionally each of these years

I am interested in learning more about internships in the Editorial Department at Madison Avenue Press and would like the opportunity to elaborate on how my communication and research skills could benefit your publication. Please feel free to contact me at (718) 123-4567 or [mona.motivation@baruchmail.cuny.edu](mailto:mona.motivation@baruchmail.cuny.edu). Thank you for your time and consideration.

Sincerely,

Mona Motivation

Enclosure

## Sample Cover Letter: Email Format

Date: Wednesday, 2 July 2008 10:43:59 -0700 (EDT)  
From: Allison Accountant [allison.accountant@baruchmail.cuny.edu]  
Subject: Application for Part-Time Tax Associate  
To: ming.wong@supertax.com  
Content-Type: text/plain; charset=us-ascii

Dear Mr. Wong,

Please accept this email and the attached resume as application for the part-time tax associate position at Supertax, Inc. I came across your company's job posting in the Baruch College Starr Search Job Database.

As an IRS-trained volunteer for VITA (Volunteer Income Tax Program) last spring, I assisted over 30 lower-income families with their federal, state and county income tax returns. I was one of only 10 volunteers who received the gold certificate for outstanding customer service.

I truly enjoy helping people with their income tax filing needs and am very interested in working as a tax associate at Supertax, Inc. I would like an opportunity to discuss the position further with you in person. I can be reached either by email or on my mobile at 646-111-2222. Thank you for your time and consideration.

Sincerely,

Allison Accountant