

How To Write Cover Letters

MESA COMMUNITY COLLEGE • CAREER AND RE-ENTRY SERVICES



Send a cover letter whenever you have the opportunity to do so! This is an opportunity to introduce yourself.

- Tell the employer why you are applying. Grab their attention with your best accomplishments/skills.
- It should be addressed to a particular person with their title (spelled correctly) whenever possible
- It should be personally signed by you.
- It should be brief and to the point! (It is an example of your written communication skills.)
- Use proper grammar, sentence structure and spelling.
- **Do not start every sentence and paragraph with "I".**

Opening Paragraph:

State why you are writing, which position you are applying for and where you learned about the position. *"This letter is to indicate my interest in the position of an accounting clerk advertised in the March 10th edition of the Arizona Republic."*

State reasons why you want to work for this company (refer to [your research](#) for these reasons – indicates action and initiative that will impress them).

Middle Paragraph:

GET THEIR ATTENTION!! Sell yourself and your skills (i.e. "hook" them... this is where you begin your 'infomercial').

Summarize how your qualifications meet the needs of the employer (match your skills to specific requirements in the job description). Tell them you are the perfect candidate for the job!

Emphasize your interest in the field.

Point out your achievements that qualify you for the position. *"My experience in the field of accounting makes me an ideal candidate for the position of accounting clerk."* Then give [one or two specific examples](#) of accomplishments at previous positions.

End paragraph with summary statement: *"With my 5 years of experience and excellent skills in the area of accounting, I will be a valuable addition to your staff and an asset to your customers."* Write as if you assume you already have the job.

If your education relates to this position and the career field you are applying to work in, then include an example and accomplishments from your education in a second middle paragraph.

Closing Paragraph

Summarize what you have already told them and add in a final "zinger"; include your fabulous personal characteristics. Leave them wanting to talk to you! *"In addition to my extensive accounting experience and educational background, I am hard-working, detail-oriented and dedicated to the field."*

Tell them you have included your resume. Indicate an action or next step and thank them for their time! *"Enclosed please find my resume for your review. I look forward to meeting with you at your earliest convenience to further discuss my excellent qualifications for the position of accounting clerk. Thank you for your time and consideration."*

