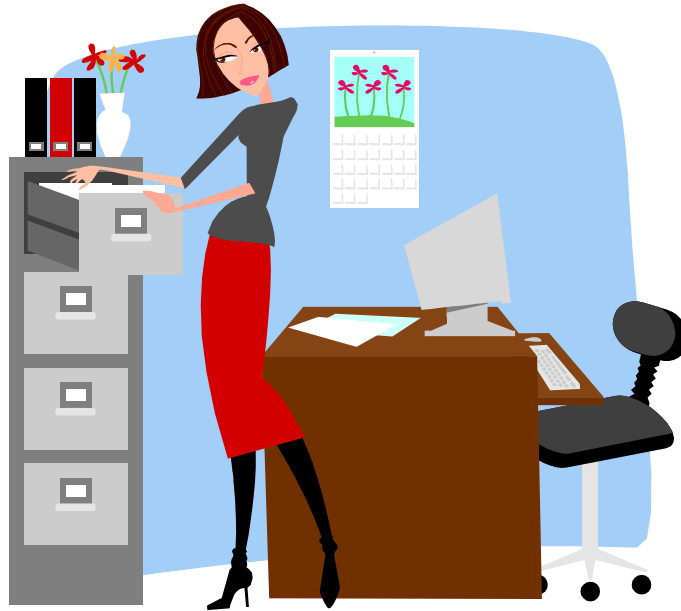


# *Cover Letter Packet*



*Employment Resource Center  
West 207*

*425-739-8113*

*[job.placement@lwtc.edu](mailto:job.placement@lwtc.edu)*

## Cover Letters

### What is a cover letter?

A cover letter is a letter of introduction that highlights your key accomplishments and explains how you are a match for a particular job opening. It is an opportunity to express your interest in the open position and concisely sell your skills and background by explaining how they will be useful to the employer.

### Why is a cover letter important?

The cover letter explains which position you are applying for, and sells your qualifications in a manner that encourages the employer to look further at your resume. A cover letter is part of presenting yourself professionally and is an opportunity to impress the employer. Cover letters are individually tailored to address the requirements of each position, and reflect your knowledge of the company's culture and business.

Your cover letter can explain things that your resume can't. If you have gaps in your employment history, are reentering the job market, changing the focus of your career, relocating or conducting a long-distance job-search, a cover letter can explain these circumstances in a positive way.

A well written cover letter gives a sense of who you are; explaining your enthusiasm for this particular work opportunity, outlining ideas that you have for contributing to the company's business, or other work-related information that may capture the employer's attention.

The cover letter also demonstrates your written communication skills to the employer. A well-written cover letter is an example of your writing skills that shows you are articulate and persuasive. This is especially important in administrative and office positions where clear, concise written communication is an expectation of the job.

### What makes a *Good* cover letter?

- No spelling or typing errors
- Never include any negative information
- Address it to the person who can hire you. If you can find out exactly who is making the hiring decision, address the letter to that person. Be sure the name is spelled correctly and the title is correct. A touch of formality is good too: address the person as "Mr.," "Ms.," "Mrs.," "Miss", "Dr.," or "Professor".
- Show that you know something about the company and the industry. Researching the company can help you explain how your skills will be useful to this particular employer given their industry, product, location and mission.
- Use terms and phrases that are meaningful to the employer. By using industry jargon, you can reflect that you have industry knowledge and perhaps a background in the industry – experience that will be valuable to the employer. If you are applying for an advertised position, use the requirements in the advertisement.

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## Cover Letter Outline

Your Street Address  
City, State Zip Code  
Telephone Number  
Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName  
Title  
Name of Organization  
Street or P.O. Box Address  
City, State Zip Code

**Opening paragraph:** State why you are writing; information on how you found out about the opening, which opening you are applying for, and why it interests you. You may also choose to include any knowledge of the company or personal contacts within the company that you know.

**2nd paragraph:** In preparation for writing this paragraph, you will need to compare your background and skills to the required qualifications listed on the position announcement. You may also want to research the company to find exactly what they are looking for in an employee. In the cover letter, tell why you are interested in the employer or type of work the employer does. Mention specific qualifications which make you a good fit for the employer's needs. Highlight 2-3 key accomplishments in your resume that are relevant to this particular employer. Demonstrate that you know enough about the employer or position to relate your background to the employer and position. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

**3rd paragraph:** Indicate that you would like the opportunity to interview for a position or to talk with the employer. State what you will do to follow up, such as telephone the employer within the week. If you will be in the vicinity of the employer's location, and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Finally, let the employer know you appreciate their consideration, and thank the employer for taking the time to review your cover letter and application.

Sincerely,

Your Handwritten Signature

Your Typed FirstName LastName

Enclosure: Resume, Application, Other documents

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## Cover Letter in Response to an Advertisement

Today's Date

Name

Title

Company Name

Street Address

City, State Zip Code

Dear \_\_\_\_\_,

I am very interested in the position of Executive Assistant listed in the Seattle Post-Intelligencer on May 1, 2008. The skills and qualifications you mention closely match my career experience:

- 4 years experience as an Administrative Assistant with responsibility for numerous detailed reports.
- 2 years experience in Customer Relations department – experienced in dealing with Fortune 500 accounts.
- Expertise with Microsoft office suite including Word, Excel, PowerPoint and Access.

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will plan to call you to determine when an interview may be possible. Thank you for your time and attention.

Sincerely,

Your name typed

Enclosures

**Cover Letter: "T-Letter" usually sent to HR during initial resume screening**

Today's Date

Name

Title

Company Name

Street Address

City, State Zip Code

Dear \_\_\_\_\_,

I am very interested in the position of Executive Assistant listed in the Seattle Post-Intelligencer on May 1, 2008. The skills and qualifications you mention closely match my career experience.

Your Requirements:

- Detail-oriented, experienced Executive Secretary
- Assist Customer Relations Manager
- Experience w/major Corporate Clients
- Knowledge of Microsoft Office

My Qualifications:

- 4 years as Administrative Assistant with responsibility for numerous detailed reports.
- 2 years experience in Customer Relations department
- Experienced in dealing with Fortune 500 accounts.
- Expertise with Microsoft Office Suite including Word, Excel, PowerPoint and Access.

Enclosed is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail. I will plan to call you to determine when an interview may be possible. Thank you for your time and attention.

Sincerely,

Your name typed

Enclosures

## “T-Letter” - Cover Letter Example

Tool Gauge and Machine Works Inc.  
Human Resources Department  
4315 South Adams St.  
Tacoma, WA 98409

Dear Human Resources:

Attached is my resume, as expression of interest, for the **Plastic Process Technician** position with your company. I have experience as Supervisor in the Tooling Maintenance department of an extruded plastics company. Though I have management experience, I understand the importance of “growing the company from within” and would like to be considered for the Process Technician role, or any other roles I might fulfill with Tool Gauge and Machine Works Inc. An outline of my qualifications is below:

### Your Requirements:

- Seasoned Process Technician with Plastic molding facility experience.
- 8 years plastic molding experience
- Focus on Quality
- Continuous process improvement experience
- Supervision experience desired
- Injection molding specialty desired

### My Qualifications:

- Seasoned worker with hands-on experience in plastics injection molding.
- 14 years experience with Plastics molding and production tooling
- Implemented numerous Quality Systems improvements – Deming Quality-systems trained
- Implemented numerous department process improvements: standardized production methods, streamlined floor layout etc.
- Last 5 years Tooling Maintenance Department Supervisor.
- Expert worker and supervisor accustomed to injection molding and continuous flow production environment.

Thank you for your consideration. I look forward to talking with you about opportunities with your company, and discussing how I can contribute to the success of Tool gauge and Machine Works. I can be reached at 253-630-5637 or [jjobseeker@lookn4work.com](mailto:jjobseeker@lookn4work.com).

Sincerely,

Joe Jobseeker

## Mid-Career Cover Letter Example

Julia Jobseeker  
1212 Apple Way  
Anytown, WA 99199  
(425) 348-2564  
[Julia@hotmail.com](mailto:Julia@hotmail.com)

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August 22, 2006

Mr. Reggie Rentals  
Berkshire Property Advisors  
1000 Salem Ave. Suite #3  
Suburban, WA 98654

Dear Mr. Rentals,

I am writing at the suggestion of Joe Smith, who indicated that Berkshire Property Advisors may have prospective openings for Property Managers. I have always been impressed with the quality and prestige associated with the properties you manage, and would welcome the opportunity to contribute my expertise and professionalism to your management team. As the enclosed resume indicates, my 8 year track-record as a Property Manager has demonstrated my outstanding client relations skills, as well as an ability to effectively manage multi-site operations.

A management approach that emphasizes good client relations makes good business sense. I demonstrated this at Pacific West Properties where I initiated and implemented programs to develop sense of community among residents. As a result, delinquencies decreased 8%, and retention increased 11%.

Good management isn't only soft skills. At Pacific Properties, I implemented a new record-management system, allowing closer monitoring of receivables status. A dual approach, emphasizing both proactive tenant relations, and improved receivables monitoring, resulted in 98% on-time rent collection rate.

At Pacific, I was able to "change the wheels on the bus while the bus was moving". In addition to the daily management of the properties, I provided project management for multi-unit renovations. Through proactive monitoring of deadlines and aggressive follow-up with contractors, the renovation was completed ahead-of-schedule, creating \$52,000 revenue associated with the early return of leased units.

As the above indicates, I am able to thrive in complex and fast-paced environments and am able to proactively approach problems and develop strategies pre-empt emerging issues. I would appreciate an opportunity to discuss opportunities with Berkshire Property Advisors, and will call you later this week to set up a time to meet. I can be reached at (425) 348-2564 and would be available to speak with you at your earliest convenience.

Sincerely,

Julia Jobseeker  
enclosures

## Cover Letter to Small Business

Gertie Getajob  
14563 145<sup>th</sup> Place #45  
Anywhere, WA 98034  
(222) 333-4444

May 20, 2008

Benjamin Boater  
Immense Yachts Northwest  
1234 Fairview Blvd.  
Big City, WA 98114

Dear Mr. Boater,

As an avid boating enthusiast of both power and sail, I cannot imagine a better job than working with people who share the same interest. When I read on-line of your opening for a Secretary, I immediately wanted to learn more about Immense Yachts Northwest. I was very impressed with your company's history and system of values regarding producing a superior craft with great customer service.

Prior to working for Delta airlines, I worked for Upscale Yacht Sales as Secretary to the President, and Assistant to the Marina Manager. As well, I have been a member of the Center for Wooden Boats for several years, where I have volunteered in the office and with boat show preparation for the annual Wooden Boat Festival.

Included is my resume for your review and consideration. I believe I am an excellent candidate for this position and look forward to meeting with you to discuss it in greater detail.

Sincerely,

Gertie Getajob

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