

Cover Letter and Thank You Letter Tips

Cover Letter

A cover letter must accompany a resume when submitted. The cover letter is your opportunity to sell your qualifications to the employer and to target your skills to the specific job for which you are applying. It is a brief summary of how you heard about the job, why you are interested in the job, your skills and what you can offer the employer. The cover letter is not a repeat of a resume and does not go into details like a resume.

Cover Letter Points of Emphasis:

- Address the cover letter to a specific person such as “Dear Mr. Smith:”. If you do not know the name of the person as with a blind ad, use Dear Hiring Manager:, Dear Human Resources Manager: or Dear Manager:. Never use To Whom It May Concern, Dear Sir or Dear Madam.
- The greeting must be followed by a colon, not a comma. e.g. Dear Mr. Smith:
- Do not use impersonal, general form letters. Each cover letter should be personalized to a specific job.
- It must be on quality, 8 ½ x 11 white paper that matches the resume.
- It must be brief, typically about 3 – 4 paragraphs.
- It must be typed.
- It must be clean and neat.
- It must use proper grammar with no typos.
- It must be signed in black or blue ink.
- It must grab the reader’s attention.

Types of Cover Letters:

- 1) Response Letter: This is used to respond to classified ads, and it focuses on matching skills to the job requirements.
- 2) Unsolicited Letter: This is used to apply for positions with a company that may be available but are not publicized. Direct contact should be made with the employer to follow-up on the resume and cover letter.
- 3) Personal Referral Letter: Use this style when referred to a job by an individual who is an employee of the company or acquainted with the company. Be sure to mention the name of the person who made the referral.

Sample Cover Letter

111 Main Street
Town, Ohio 22222
(000) 000-0000
March 23, 2005

Mr. John Smith
Human Resources Manager
ABC Company
222 Main Street
Town, Ohio 22222

Dear Mr. Smith:

In reference to your advertisement placed in The Town Times, please accept my resume as an application for the auto mechanic position available with ABC Company. Your company is well-known and respected in the automotive industry which really makes this opportunity intriguing to me.

I have 10 years of experience as an ASE certified auto mechanic and have performed all aspects of automotive repair including transmissions, brakes, alignments and diagnostic testing. My vast skills and background would provide you an employee who would require minimal or no training, thus bringing immediate productivity to your company. Please refer to my enclosed resume for detailed information on my qualifications.

You may contact me at (000) 000-0000 to schedule an interview. If I do not hear from you by April 2, I will respectfully call you to confirm the receipt of my resume. Thank you for your time and consideration of my credentials.

Sincerely,

William H. Johnson

William H. Johnson

Enclosure: Resume

Thank You Letter

A thank you letter is a very important job search tool and must be used on a regular basis. It must be sent after every job interview and also should be sent to job contacts that gave you some time and consideration even though an interview wasn't granted.

Sending a thank you letter will refresh your name and credentials in the employer's mind and will make you stand out over your competition particularly if they did not take the time to send letters. It is another opportunity to sell yourself.

Thank You Letter Points of Emphasis:

- It must be sent to the interviewer(s) or job contact.
- It must be sent immediately after the interview.
- It must be brief.
- It must be clean and neat with correct grammar and no typos.
- It should state your appreciation for the interview, your interest in the job, a brief summary of your credentials and a "thank you".
- It must be signed in blue or black ink.

Sample Thank You Letter

111 Main Street
Town, Ohio 22222
(000) 000-0000
March 24, 2005

Mr. John Smith
Human Resources Manager
ABC Company
222 Main Street
Town, Ohio 22222

Dear Mr. Smith:

Thank you for meeting with me on Tuesday regarding the auto mechanic position available with ABC Company. I thoroughly enjoyed our conversation.

As discussed, I have 10 years of experience in all phases of automotive repair and am ASE certified. My skills would enable me to immediately become a productive employee for your company.

I am very interested in working for ABC company and looking forward to hearing from you. If you have any questions or need more information, please contact me at (000) 000-0000. I am very appreciative of the interview and your time.

Sincerely,

William H. Johnson

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