

Cover Letter

example



Your Name

Cleveland, Ohio 44444 | 216-444-5555 | sresume@gmail.com | www.linkedin.com/in/name

Current date

IT Services and Recruitment
Pseudo Technology
12345 Community College Boulevard
Cleveland, Ohio 55555

Dear Hiring Manager:

I wanted to express my sincere interest in the Business Development Manager position at Pseudo Technology that I found advertised on joinhandshake.com. This position was of immediate interest to me because of my desire to work within the Senior Living market. I became even more intrigued about the opportunity after reading the mission statement on your website and learning that you are a 30-year family-owned business with a promise of an inclusive ownership culture that rewards innovation along with Pseudo Technology's presence in the community. I am confident that my education and previous experience would be an asset to your organization.

I will be graduating in Fall 2024, with my Associate of Applied Business, majoring in Business Management from Cuyahoga Community College (Tri-C). Through my coursework and internship experience, I have gained an understanding of business management and creating budgets. Also, my five years of customer service and sales experience align with the responsibilities of this role and will aid me in building relationships. I find connecting and working with new clients to gain an understanding of their staffing requirements appealing, especially the challenge of growing underdeveloped accounts. My resume will provide additional details regarding my marketing and accounting experience.

I am excited about the opportunity to bring new ideas for expansion by using social media targeting specific customer markets which I successfully used during my internship at Fathom Marketing. I have been involved in various clubs while at Tri-C including one focused on Cybersecurity. The knowledge I gained from my involvement will also be of value to your organization by providing ways to offer security to the company's data.

Thank you for taking the time to review this cover letter and my resume. I believe I am a strong applicant for the Business Development Manager position and would welcome the opportunity to further discuss the role with you and your team. I am happy to answer any additional questions you might have and can be reached by telephone at 216.444.5555 or by email at sresume@gmail.com.

Sincerely,

Your Signature

Your Name

Cover Letter Writing

Formatting & Content



Cover Letter Purpose

A cover letter is a professional tool that allows you to market yourself to employers. When requested in an application, submit this document along with your resume. It should not act as a repetition of your resume, but instead a more personal professional narrative of why you are specifically intrigued by the position, interested in the company, and make the connection for the employer of how your education and experience has prepared you for the role. A poorly written cover letter can be the reason you are not considered as a candidate.

Document Layout Formatting

- No more than 1 page
- 10-12 point legible font size
- Left aligned on page

Header

- The header on the cover letter should be formatted the exact same your resume – Creating the cohesion of your professional brand

Date

- Use the following format: June 30, 2023 – [month spelled out] [day], [year]

Employer Contact Information

- Name using the individual's first and last name (if unavailable, use Hiring Manager or Search Committee)
 - You might have to do research to find the name of the person heading the search process. This may require you to contact the company's Human Resources department to acquire this information.

Salutation

- Dear (Name, Hiring Manager or Search Committee) Do not assume an individual's gender pronoun. Use First and Last name or Title.

First Paragraph

This is your hook. You need to introduce yourself and your interest in the position in a way that entices them to learn more about who you are by reading the rest of your letter and your resume. It sets the tone for the rest of your letter and possibly your application for the opportunity.

- Express interest in the position using the specific job title and company name.
- Mention how you found out about the opportunity (company website, recruiter, friend or family. If mentioning whom referred you, be sure to include the job title and connection to the company.)
- Explain why you are interested in the position by including details from the job description highlighting certain aspects that caught your attention and why they are of interest to you.
- Describe why you want to work for that specific company. Research the company using their website and social media; look for their values, mission statement, future goals. Why did you choose that company?

Body

Tell your story in one or two paragraphs. Highlight how your education and experiences have prepared you for this opportunity.

- **DO NOT** copy and paste OR repeat what is on your resume. The cover letter should encourage the reader to want to read your resume.
- **DO** describe your qualifications and/or why you are prepared for the opportunity.
- **DO** indicate what interests you about the job and the type of work you desire.
- **DO** point out your goals for the position.
- **DO** emphasize your key qualifications, educational credentials, work experiences or personal attributes that relate directly to the job description. Sell your skills, experience and education!
- **DO** include the name of your degree as well as the name of the institution and when you will graduate.
- If you want to highlight an achievement from your resume that makes you a strong candidate, mention it here.

Final Paragraph

- Thank them for their time in reviewing your professional documents and considering your candidacy. It should reiterate your enthusiasm for the position and convey that you look forward to continuing the conversation. Include your contact information along with your call to action.

Complimentary Close

- Keep the language professional. Consider: "Sincerely" or "Best Regards"

Hand Written Signature / Typed Name

- Sign your letter above your typed name in blue or black ink and scan your letter in as PDF.
- For online applications, create a digital signature and insert above your typed name as a JPG or PNG.

Reminders

- **DO** check for spelling/grammar and format mistakes.
 - Ensure names and titles of the employer are spelled correctly.
- **DO NOT** send the same cover letter to two different organizations.
- **DO NOT** list contact information that does not match resume.
- **DO NOT** lie.
- **DO** Tailor each cover letter to fit the organization's job description.
- **DO** Refer to the job description to find key words, skills and abilities required for the job, then reiterate those words within your cover letter.