

Basic Cover Letter (Entry level, new to work)

Your Contact Information as Shown on Your Resume

STEVE H. CROWE

Williamstown, MA 30450 (Optional depends on the job)
(543) 299-9905 stevecrowe100@gmail.com www.linkedin.com/in/stevehcrowe2018

Date

August 25, 20XX

Address: Employer's Exact Mailing Information

Ms. Mary X, Program Manager
Williams County Human Services
Human Resource Department
9943 Traverse Rd.
Pinkerton, MA 10948

Salutation: Employer's Exact Contact Information

Dear Ms. X:

Introduction: Why You're Writing, Job Title, How You Learned of It, Materials Included.

This is in response to your listing for a driver for your Fuel Assistance program (*SimplyHired*, 8/5/20XX). As requested, I am including my references.

Message: Highlight Major or Preferred Qualifications and Achievements and Give Examples.

In addition to a CDL license, I have worked as a Federal Express delivery person for over 18 months and volunteered as a Wheels on Meals driver for more than 8 months. I have an accident-free driving record. In response to your posting, I am familiar with the driving routes and neighborhoods throughout our county.

Positive Closing: Request an Interview, Offer to Supply Needed Information, Restate Enthusiasm.

I admire the work of Williamstown Human Services and would appreciate an interview for this position. You can reach me at (543) 299-9905 or stevecrowe100@gmail.com. Thank you for considering my application.

Signature

Sincerely,
Steve H. Crowe

Attachment: Reference List

Advanced Cover Letter (Experienced Professional)

Your Contact Information as Shown on Your Resume

Pat M. Rice

(413) 772-1234 patmrice@gmail.com

www.linkedin.com/in/patmrice

Date

August 25, 20XX

Address: Employer's Exact Mailing Information

Hiring Manager

XYZ Medical Equipment, Box 1234

Springfield, MA 01101

To the Hiring Manager:

Introduction: Why You're Writing, Job Title, How You Learned of It.

I am excited to apply for the Regional Sales Manager position at your new West Springfield facility. Dan Brown, your Regional Manager for District 3, encouraged me to apply. I have been following your company's dynamic projects for several years. I am confident I would bring energy and enthusiasm to your work.

Message: Highlight Major or Preferred Qualifications and Achievements and Give Examples.

My experience includes over eight years of increasingly responsible positions in sales and sales management with a focus on results. At ABC Health Guard, I advanced from sales representative to team leader after consistently surpassing sales goals by up to 22% quarterly in my first 12 months. At 123 Medical, I supervised an award-winning team exceeding sales goals etc.

In response to the preferred qualifications in your posting, I can offer etc. For example,...

Positive Closing: Request an Interview.

I am very interested in meeting for an interview. XYZ Medical Equipment is an innovative leader in the medical equipment industry and I can bring energy, experience, and commitment this position. I can be reached at (413) 772-1234 or patmrice@gmail.com. Thank you for your time.

Signature

Pat M. Rice

Attachment: Video Presentation

Sample Thank You Letter for a Job Interview (Basic)

TIPS:

- If you email your letter, just begin with the salutation.
 - There's no rule regarding email versus sending a thank you through the mail. One important difference is speed. Email is faster.
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JENNIFER R. ABBOTT

Williamstown, NH 30303
(303) 442-1295 jabbott@gmail.com
www.linkedin.com/injenniferrabbott-52019

February 25, 20XX

Ms. Darlene Amesbury, Human Resource Specialist:
Trinity Hospital
8848 Wendell Rd.
Curryville, NH 16848

Dear Ms. Amesbury and Members of the Search Committee:

Introduction: Thank you for today's interview for a Medical Billing and Enrollment Specialist in your Children's Unit. I enjoyed our meeting and the opportunity to learn more about the position.

Strong Closing-Emphasize Your Interest: Please do not hesitate to contact me if you have any questions. I am very interested in the position and hope you will consider me for employment. Thank you again for your time.

Sincerely,

Leave no space for emails, leave 3-4-line spaces for handwritten signature.

Jennifer Abbott

Sample Thank You Letter for a Job Interview (Advanced)

TIPS:

- If you email your letter, just begin with the salutation.
 - There's no rule regarding email versus sending a letter through the mail. The main difference is speed. Email is faster.
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Chris Plummer

cplummer@gmail.com (432) 678-3489
www.linkedin.com/inchris.plummermay2017

February 25, 20XX
XYZ Corporation
884 Industrial Way
Anytown, Anywhere 77549

To the Hiring Committee:

Introduction: Thank you for today's interview for a District Marketing Manager. I enjoyed meeting everyone and learning about the company's newest products and campaigns.

Middle-Brief Reminder of Why You're the Best. Can you reference something you discussed in the interview and remind them of it? Remind them that you can transfer your experience (last sentence): I was particularly interested in the upcoming marketing project we discussed. As I mentioned, I have led successful marketing campaigns for schools and can "hit the ground running" for such projects. The Bay area campaign is very similar to one I led for ABC Company in Omaha. Both require managing multiple sales executives and overseeing multi-media campaigns. I am certain I would be able to transfer my experience to your project.

Strong Closing-Emphasize Your Interest: This position is of great interest to me and I am confident I would make significant contributions to your work. Please do not hesitate to contact me if you require additional information.

Thank you again for the opportunity to meet.

Sincerely,

Leave no space for emails, leave 3-4-line spaces for handwritten signature.

Chris Plummer

Sample Check-In After an Interview

TIPS:

- If you email your letter, just begin with the salutation.
 - There's no rule regarding email versus phoning.
 - Allow time for holidays, snow days, and vacation periods. Employers may need more time.
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Chris Plummer

cplummer@gmail.com (432) 678-3489
www.linkedin.com/inchris.plummermay2017

February 25, 20XX
XYZ Corporation
884 Industrial Way
Anytown, Anywhere 77549

To the Hiring Committee:

Introduction and request for information: Thank you for our February 13th interview for a District Marketing Manager. I enjoyed meeting everyone and learning about the company's newest products and campaigns.

I am writing to inquire about the status of my application and would appreciate an update on the decision-making process.

Strong Closing-Emphasize Your Interest: This position is of great interest to me and I would be happy to provide any additional information needed. Please do not hesitate to contact me at cplummer@gmail.com or (432) 678-3489.

Thank you again for the opportunity to meet.

Sincerely,

Leave no space for emails, leave 3-4-line spaces for handwritten signature.

Chris Plummer

Sample Letter Requesting an Informational Interview

TIPS

- If you email your letter, just begin with the salutation. Consider a phone call, too.
 - If You Were Referred, Mention the Source.
 - *Be Sure to Clarify You're Not Asking for a Job-Just Advice.*
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JENNIFER R. ABBOTT

Williamstown, NH 30303
(303) 442-1295 jabbott@gmail.com
www.linkedin.com/injenniferrabbott-52019

October 18, 20XX

Dr. Eileen Murphy
Smithson Hospitals
8206 Spring St.
Abbot, NH 16831

Dear Dr. Murphy:

Introduction: How you got this person's name; what you're requesting.

Mr. Frank Harvey, Vice President at Amber Glass Inc., suggested that I contact you. He thought you would be someone who could offer me helpful career suggestions.

Who you are, more about your request.

I have more than 3 years of experience as a bilingual (English-Spanish) administrative assistant in the public schools and I am looking for advice on how to find similar work in the health care industry. I was hoping for about 15 or 20 minutes of your time at your convenience and I am open to meeting by phone or in person, based on your preference. I am not writing you to request a job but to hear what thoughts you might have on the topic.

Closing. How you'll Follow Up, and Your Appreciation.

I will call next week to see if we can arrange a brief conversation at a time and place that works for you. You can also reach me as follows: (fill in). Thank you in advance for any time and advice you can provide.

Sincerely,

Leave no space for emails, leave 3-4-line spaces for handwritten signature.

Jennifer Abbott