

3 Paragraph Letter Format and Samples

Opening Paragraph

Why are you writing?

- In response to an ad
- Someone referred you to them
- Thank you for an interview
- Use your knowledge of the company.

Skills Summary

Why are you qualified?

- When responding to a job posting, match your skills to what they are looking for in the ad.
- In a referral letter, briefly highlight your qualifications based on what you know about the company.
- A thank you letter should link your skills to what you know is important to the company based on the interview. This is your last opportunity to “sell” your skills. Also, if you thought of a better answer to an interview question on the way home, include it here!

Closing Paragraph

Thank You and Action Item.

- Thank them for considering your resume or for the time in the interview.
- Let them know you will be calling to follow up or confirm the follow up date agreed to during the interview.

Mary Jones
123 Main Street
Rochester, NY 14620
(585) 555-1212
mjones@email.com

Sample Cover Letter

March 4, 2005

Human Resources
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Hiring Manager:

I was very pleased to learn of the need for an Administrative Assistant in your company from your recent advertisement in the Democrat & Chronicle on March 3rd. I believe the qualities you seek are well matched by my track record.

Your Needs

Independent Self-Starter.

My Experience

- Served as company liaison between sales representatives, directors and product development.
- Created sales materials and communicated with investors to promote a new service offering for the company.

Computer Experience

- Utilized Microsoft Excel in preparing financial spread sheet used in by department heads and Microsoft Publisher to design brochures and flyers.
- Created numerous bulk mailings using Microsoft Word's mail merge functions, including database merging and creating labels.

Compatible Background

- Served as Administrative Assistant for four department heads.
- Fluent in both English and Spanish.

A resume is enclosed that covers my experience and qualifications in greater detail. I would appreciate the opportunity to discuss my credentials in a personal interview. I will call next week to see when we can arrange a convenient time to meet. Thank you in advance for your consideration.

Sincerely,

Mary Jones

Enclosure

Jim Numbercruncher
123 Main Street
Rochester, NY 14620
(585) 555-1212
jnumbercruncher@email.com

Sample Cover Letter

March 4, 2005

Human Resources
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

RE: Posting Number 213

Dear Hiring Manager:

I have nine years of accounting experience and am responding to your recent advertisement for an Accounting Manager. I have watched ABC Corp's continued growth and I am excited to have the opportunity to apply for this position. Please allow me to highlight my skills as they relate to your requirements.

- Obtained a C.A. degree and have over four years' practical experience as an Accounting Manager.
- Effectively managed a staff of 24 including 2 supervisors.
- Assisted in the development of a reference library servicing 400 clients using Microsoft Excel.
- Trained four new supervisors via daily coaching sessions, communication meetings, and technical skill sessions.

I believe this background provides the management skills you require for this position. I would welcome the opportunity for a personal interview to further discuss my qualifications. I will contact you next week to determine when we might be able to meet. Thank you in advance for your time and consideration.

Sincerely,

Jim Numbercruncher