



Applied Learning & Career Center

SUNY BROOME

Hornet Hub Resource Center: Sample Cover Letter

The purpose of a cover letter is to get your attached resume read and generate interviews. Use this letter in response to specific job advertisements and vacancy announcements. Demonstrate that your qualifications fit the requirements of the position. Study the position description carefully and decide on one or more themes—education, experience, interests, and so forth—that show how well you fit the position. Link major job dimensions with your related past performance and experience.

Structure your application letters with three or four paragraphs:

- Come to the point. Reveal your purpose and interest. Identify the position and your source of information. Introduce your themes.
- Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Refer to your enclosed resume.
- Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.
- Express appreciation to the reader for his or her time and consideration.

SAMPLE

1225 Chicago Ave.
Evanston, IL 60208

March 14, 2016

Ms. Mary Lou Nelson
Manager of Human Resources
Continental Industries, Inc.
2900 Rosemont Blvd.
Rosemont, IL 60018

Dear Ms. Nelson,

I am applying for the staff accountant position that was posted on Northwestern University's site this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various accounting functions, including performing general ledger reconciliations, analysis, and reporting; ensuring the completeness, accuracy, and timeliness of the general ledger and internal monthly and quarterly statement; and making certain of the accuracy and timeliness of various reconciliations. In my experience as a junior accountant, accounting intern, and billing coordinator, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated reports. Accounting corrections I made as an intern revealed nearly \$50,000 in unpaid bills and mislaid funds. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847/555-5555 or m-lopez@xyz.edu.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Maria Lopez

**Courtesy of the National Association of Colleges and Employers.*