

OUTLINE COVER LETTER (LETTER OF APPLICATION OR INQUIRY)

(Single spaced)

(Down far enough so the letter is centered on the page)

Your street address

City, State Zip code

Date *(you are writing/sending the letter)*

(2-4 spaces)

Name of person to whom you are writing *(address the letter to a specific person if possible; if not, use a non-gender specific title such as "Employment Manager" or "Human Resources Representative")*

Person's title *(may also go on the Name line if title is one word)*

Name of the company or organization

Street address

City, state zip code

(1 space)

Dear Mr., Ms., Mrs., Dr. *Last name (do not use a first name):*

(1 space)

Opening paragraph: State the purpose of your letter and get the reader's attention. Name the position or type of work for which you are applying/inquiring. Explain how you heard about the opening or the organization (e.g., Career and Internship Services office, news media, friend or formal referral). If someone referred you to the person or organization and you have her or his permission, say so (e.g., Dr. Jones of the Computer Science Department at the University of Minnesota Duluth suggested I contact you). To personalize the letter and to show that you have a good reason to want to work for them, say something you know about the company. Avoid generalizations or stating the obvious. Make it personal.

(1 space)

Body (1-2 paragraphs): State how you are qualified for the position. When writing a letter of application, use the language and words of the job posting to state specifically how you meet, or exceed, the qualifications and requirements the employer is seeking. **Explain what you can do for the employer.** Expand on your resume, mentioning specific details without simply repeating the information. Use concrete, specific examples to explain how your education, experiences and other qualifications support your ability to succeed in the position. **Avoid mentioning how the position will benefit you and the experience you'll gain.** The employer wants to know what you can do for the company, now. If the paragraph is too long, break it into two paragraphs.

(1 space)

Closing paragraph: The purpose of the letter is to apply for a position; the next step in the application process is to get an interview. Ask for an interview at the employer's convenience. Indicate how and when you may be contacted. If you are writing a letter of inquiry, indicate that you will call the employer to arrange an interview time (e.g., I will contact you during the week of November 10 to set up a time when we may further discuss how my skills and abilities may benefit your organization).

(1 space)

Write a brief expression of your appreciation.

(1 space)

Sincerely,

(4 spaces for your handwritten signature)

Your word processed name *(exactly as you sign it and as it appears on your resume)*

Enclosure

When attaching your letter to an email message, follow this letter format.

When sending your letter in the body of an email message, omit the information to the left and begin with the salutation (Dear Mr. or Dear Ms.).

For email, you may use a script font or a scanned image of your signature.

LETTER OF APPLICATION/COVER LETTER

1925 Review Lane
Duluth, MN 55800
November 22, 2015

Ms. Tamara Writer
Senior Editor
Animal Publications
555 Bookbinder Road
Midwest, MI 60199

Dear Ms. Writer:

I would like to be a technical writer or an editor for Animal Publications. Your advertisement in the *Midwest Gazette* on Sunday, November 19, 2015, for an Editorial Assistant caught my eye. My advisor, Dr. Norman Mammal of the Biology Department at the University of Minnesota Duluth, enthusiastically promoted your company to me as highly respected in the animal behavior publications field. Please accept this letter and enclosed resume as my application for the advertised position.

I will graduate from the University of Minnesota Duluth in May 2016 with a Bachelor of Arts with majors in Biology and English. As the advertisement stated, the position requires writing and editing experience as well as general scientific knowledge. My portfolio and the enclosed resume contain evidence of my experiences. As an editorial assistant intern for the *Northern Wildlife Magazine* in Duluth, I proofed text before it went into the magazine and wrote short contributions to two regular magazine departments. I also edited various peripheral publications. Copies of my newspaper articles are available, showing my knowledge of the animal and scientific worlds, as well as the variety and depth of my assignments.

The possibility of working for Animal Publications as an editorial assistant is very exciting. I am available for an interview at your convenience to review my portfolio and talk about career opportunities at Animal Publications. You may contact me or leave a message at cpuma@d.umn.edu or telephone 218-720-0000.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Carol Puma
enclosure

LETTER OF INQUIRY/COVER LETTER

1608 Banks Avenue
Duluth, MN 55800
January 8, 2016

Kathy Finance
Managing Officer
Careful Banking Group
201 Money Street
St. Paul, MN 55000-2002

Dear Ms. Finance:

Gary Johnson, Careful Banking Group Branch Manager in Duluth, suggested that I write to you to inquire about the possibility of a banking position in the Minneapolis or St. Paul areas. I currently work part-time at Northwoods Bank in Duluth while attending the University of Minnesota Duluth. After I graduate in May 2016, I plan to relocate back to the Twin Cities area. I would like to continue my career in banking and am interested in exploring opportunities at CBG.

My education consists of four years of business and general education courses leading to a Bachelor of Business Administration with a major in management. In my senior year I was elected president of the UMD Business Management Club. As president, I led the strategic planning for the club and developed a mission statement and five year plan. Under my leadership, membership increased by 36% and we developed a presentation series conducted by regional employers focused on careers in management.

Prior to working at Northwoods Bank, I held a variety of customer contact positions as indicated on the enclosed resume. I have been employed with Doolittle Grocery for over five years and continue to work there during school breaks. Recently, I have had responsibility for supervising and training new cashiers. I have learned that I enjoy banking and am eager to continue my career in the field. The enclosed resume provides additional information about my qualifications.

I would very much appreciate the opportunity to visit with you or one of your managers regarding employment opportunities at CBG. I will contact you during the week of January 22nd to set up a time at your convenience for an interview. If you wish to contact me before then, I may be reached at kbankrol@d.umn.edu or telephone: 218-726-0000.

Thank you for considering my request. I look forward to speaking with you soon.

Sincerely,

Kim Bankroll
enclosure

1320 West 6th Street
Duluth, MN 55806
October 1, 2015

Human Resource Director
Comzer, Incorporated
235 East 42nd Street
Los Angeles, CA 33775

RE: Pharmaceutical Sales Representative positions

I am writing to inquire about the possibility of securing a Pharmaceutical Sales Representative position with Comzer, Inc. My career focus is to become employed in the pharmaceutical sales field and I have enclosed a resume outlining my qualifications.

My background consists of a range of sales, prospecting and customer service experiences. I will use this experience successfully to represent Comzer to the medical community and improve your market share. I have an excellent track record in sales and making successful transitions to companies with varied products. Allow me to highlight some of my talents:

Fast Learner I started at PaineWebber as an intern, answering questions and requests from clients. I was quickly hired as a Sales Associate when they discovered my ability to generate leads by explaining the specifics of the stock market to clients.

Performer While working at PaineWebber, I am required to make 100 contacts in a four hour period. I average 200.

Driven I started my first sales job when I was 16 and have held a job continuously throughout college.

Reliable I have a perfect employment record having never missed a day of work.

I have always had an interest in pharmaceutical and health related industries. I have demonstrated ability to create significant interest in products by explaining their benefits and then successfully closing the transaction without using high pressure tactics. I am also near completion of a four-year degree, demonstrating that I have the motivation to succeed.

I would appreciate the opportunity to visit with a company representative regarding a Pharmaceutical Sales Representative position. My plans are to relocate to the southern California area after graduation and I would prefer a position in the area. I will call you during the week of October 20 to discuss the possibilities. To contact me before then, email kathyjillian@yahoo.com or call 218-396-0000.

Thank you for your time and consideration.

Sincerely,

Kathy Jillian

Dear Internship Coordinator:

On my eighth grade school trip to Washington D.C., I fell in love with travel. I became passionate about travel and knew I wanted a career in the travel and tourism industry. Traveling is so much more than going to a location and checking off the must-see sights from a travel guide; it is about having an experience. I had an experience in Washington D.C. that sparked a lifelong passion. It's not just about the things you do but it's also the people you travel with and the ones you meet along the way. Even all the little mishaps, miscommunications, and spontaneous adventures help to make the travel experience rich. Please accept this letter and resume as application for your summer Travel & Tourism Internship listed on the University of Minnesota *GoldPASS* Job and Internship website.

I am currently a senior at the University of Minnesota Duluth, graduating May 2016 with a Bachelor of Arts, major in Communication, and a Bachelor of Applied Science, major in Psychology. I have participated in many group educational travel experiences through which I have come to understand the underpinnings of travel. My group travel experiences include two trips to Washington D.C., and trips to New York, France, and Hawaii. As President of the UMD History Club, I planned one of the trips to Washington D.C., from securing funding to planning the itinerary, from making the reservations to arranging tours of the sites. I have also traveled independently to many other locations. Just recently I flew to Washington D.C. again, this time to attend the Travel & Adventure Show to meet professionals in the travel and tourism industry.

I am passionate about becoming a member of the travel and tourism industry. People tell me my eyes light up whenever I talk about travel. My career goal is to be in a position to plan travel experiences and work for a destination management company. I have firsthand experience with the life-changing qualities of a well-planned and organized travel experience and am passionate about creating that experience for others. Whether I plan for two people, or a whole group, I want to make sure they have an experience that exceeds all of their expectations.

I welcome the opportunity to put my skills to work for Happy Travel Agency this summer. I am dedicated and passionate about what you do and want to be a part of your organization. I am available for an interview at your earliest convenience. The best times to contact me by phone are Mondays, Wednesdays, and Fridays anytime at 218-555-5555 or by email at wmcruise@d.umn.edu. I look forward to hearing from you soon!

Thank you for your time and consideration.

Sincerely,

Wanda Cruise