

WRITING A COVER LETTER

Your cover letter:

- Is a sales pitch, and an attention getter. Identify the single most important reason why you should get further consideration for the job – what makes *YOU* the best person for this position.
- Should discuss qualifications you possess needed for the position, if not already covered in the targeted resume.
- Should enable the reader to make a connection between him/her and your background.
- Identifies mutual acquaintances or company employees, if you know any.
- Expresses your knowledge of the company – this is the time to do some research.
- Mentions why you would like to work for the company.
- Is a personal communication between you and the employer.
- Does not repeat, but can highlight information in the resume.
- Is short and to the point – no more than half a page.
- Must have perfect grammar and spelling.
- Identifies relocation issues (willing to relocate), if appropriate.
- Mentions any other issues that are pertinent to the position.

Uses the same bond paper as your resume.

General Outline for a Cover Letter

Your Name
Your Street Address
City, State, Zip Code
Date of Letter

Employer's Name
Employer's Title
Company Name
Street Address
City, State, Zip Code

Dear {Employer's Name};

INTRODUCTION PARAGRAPH: You want to tell the reader why you are writing and name the position or department for which you are applying. You want to capture the reader's attention. Mention how you heard about the organization or the opening. Name someone you and the reader know in common or someone in the company that knows you. Show you've done some research on the company by going to their website, then talk about new projects the company has taken on, the particular management philosophy they use, or citing something you have read about them.

BODY: In this section you want to build a connection between your background and the company's needs. If you have any directly related experience or education, summarize it here so the reader can be looking for it in your resume. If you have used skills or have accomplishments that relate to the job, mention them here. You are effectively summarizing your skills as they relate to the company research you have done. Be sure you do this in a confident manner.

CONCLUDING INFORMATION: Indicate your interest in working for the company and hearing from the reader. Thank the reader for his/her time and consideration.

Sincerely,

(Your Signature)

Your Name Typed

Enclosure

Sample Cover Letter

Nabil T. Rama
2010 Williams Lane
Everett, WA 98201
(425) 258-1123

June 1, 2009

Mr. R.L. Montrose, Department Manager
Glick, Schilling & Martin Company
5231 Drawbridge Rd.
Arlington, WA 98223

Dear Mr. Montrose:

In response to your ad in the Everett Herald dated May 30, 2009, I am enclosing my resume for your consideration for the position as **translator**. In checking your website, I noticed that your company has received numerous awards, both nationally and internationally, for your excellent products and customer service.

I was particularly attracted to this position because of my interest in international affairs. I appreciate the opportunity to use my language skills and international working experience to develop a more broadly based career.

I have an excellent command of both the Arabic and English languages, as well as international exposure through my career, travels, and self-education.

I believe I would be a good candidate for your position as translator and look forward to hearing from you soon. Please feel free to contact me if you have any questions.

Sincerely,

Nabil T. Rama

Sample Cover Letter without Employer Contact Information

Nabil T. Rama
2010 Williams Lane
Everett, WA 98201
(425) 258-1123

June 1, 2009

Attention: Human Resources Department

Dear Human Resources Manager:

Please consider my qualifications for the position of **Manufacturing Sales Facilitator**. I have learned that an opening is available through your advertisement in the Everett Herald, and would like to be considered as a candidate. I would love to have the opportunity to discover information about your team.

With several years of experience in inventory and production control as well as sales, I am confident I will make a significant contribution at your firm. What makes me a good candidate for this position?

I possess:

- Self-motivation and dependability
- Many years experience in a variety of vocational disciplines.
- Ability to quickly identify needs and problems, and provide solutions.
- Excellent rapport with others.

If after reviewing my resume, you would be interested in conducting an interview, please feel free to contact me. I am eager to meet with you and explore the possibility of utilizing my experience and knowledge to benefit your company.

Thank you for your time and consideration.

Sincerely,

Your signature here

Nabil T. Rama

WRITING RESUMES

RESUME FORMATS – WHICH ONE IS BEST FOR YOU?

FORMATS AND THE JOB SEEKER THEY BENEFIT	ADVANTAGES	DISADVANTAGES
<p>Targeted Chronological</p> <ul style="list-style-type: none"> Individuals with steady work record Individuals with experience that relates directly to positions for which you are applying 	<ul style="list-style-type: none"> Widely used format Logical flow, easy to read Showcases growth in skills and responsibilities Highlights promotions and impressive titles Shows company loyalty 	<ul style="list-style-type: none"> Calls attention to gaps in employment/career setbacks Highlights frequent job changes Draws attention to employment but not skill development Emphasizes lack of related experience and career changes
<p>Targeted Combination / Functional / Skills Based</p> <ul style="list-style-type: none"> Career changers or those in transition Individuals reentering the job market after absence Individuals who have grown in skills and responsibilities Individuals pursuing the same or similar work as they have had in the past 	<ul style="list-style-type: none"> Highlights most relevant skills and accomplishments Addresses qualifications listed in employers' job descriptions De-emphasizes employment history in less relevant jobs Combines skills developed in a variety of jobs or other activities Minimizes drawbacks such as employment gaps and absence of directly related experience Allows applicant to increase awareness of own skills and abilities 	<ul style="list-style-type: none"> Confusing if not well organized Requires more effort & creativity to prepare May not be as readily acceptable to hiring managers with a preference for Chronological resumes

DO ...

- Print resume on standard size, white, ivory resume paper for mailing or hand delivery
- Use short statements, no paragraphs or complete sentences, avoid redundancy
- Use targeted, key action words, power words to describe your job duties
- Utilize wording of qualifications listed in job descriptions to emphasize relevant skills
- Highlight achievements, promotions, growth, improvement percents. Use metrics (dollars, numbers) whenever possible to quantify and describe your achievements
- Ask others in your field to read your resume, sometimes that helps in eliminating wordiness
- Use bold to highlight your job title
- Keep a permanent file of your achievements, education and employment history for referral
- List membership in professional, trade, or civic associations, if appropriate
- Include city and state of employer
- Include exact dates – month/year are fine
- Include targeted cover letters!
- Re-read your resume before an interview

DON'T ...

- Give reasons for leaving a job – belongs on an application
- Use professional jargon, unless you know the reader will understand it
- Use "I" statements, they belong on cover letters
- Use acronyms, unless you spell it out first, try not to abbreviate
- Include sports, hobbies, religious/social activities, social security number, spouse's occupation, personal/political philosophy, marital status, number of children/family information, unless relevant to the position
- Misrepresent yourself, be able to defend everything that is in the resume
- Bold your employer
- Include salary information-have a separate salary sheet for that
- Include employer's phone numbers, street addresses, zip codes, supervisor
- Use number of years when giving details of your work history
- Tell the employer what you require of them in an objective, rethink using an objective at all!
- Include references – have a separate reference sheet
- Date the resume

WorkSource Snohomish County is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

Mark Peterson

Everett, WA 98201
(425)-111-0000
markp2002@hotmail.com

SUMMARY OF SKILLS

- More than 12 years experience in all phases of the electrical field
- Effective supervisor of trades people
- Highly experienced with all aspects of commercial and industrial installations
- Current License #5678-JK State of Massachusetts Journeyman's License 1989
- HAZWOPER Certification – 2001
- Class A CDL with Hazmat, and Airbrake endorsements
- Expertise in troubleshooting electrical circuits and providing necessary maintenance

AREAS OF EXPERTISE

- | | | |
|----------------------------|-----------------------|---------------------|
| ✓ Blueprint Interpretation | ✓ Code knowledge | ✓ Motors |
| ✓ Ballasts, Breakers | ✓ Equipment Testing | ✓ Conduit/Piping |
| ✓ Communications Systems | ✓ Electrical Wiring | ✓ Magnetic Starters |
| ✓ Switches, Receptacles | ✓ Incandescent Lights | ✓ Telephone Lines |

EMPLOYMENT HISTORY

Master Electrician

05/1995 - Present

ZYZ Management Company, Everett, WA

- Total electrical renovation of large apartment complexes for new tenants, replaced fixtures, switches, receptacles and wiring
- New wiring of single family homes, townhomes, commercial work on high rise office buildings in Snohomish – King Counties
- Installed control wiring, gas circuit breakers, switchgear, regulators, batteries and rectifiers
- Prepared accurate, and complete cost estimates for projects

Electrician

11/1990 - 04/1995

United States Army, Fort Bragg, NC

- Repaired, installed, adjusted, modified, and tested electrical systems and services for 300,000 square feet of office and classroom space
- Performed preventative measures to ensure a smooth-running, safe electrical system
- Diagnosed, and performed various troubleshooting methods to repair electrical equipment and devices

EDUCATION

Everett Community College, Everett, WA

- *Technical Mathematics*

Edmonds Community College, Lynnwood, WA

- *Electrical Construction 1920 hours of study, Certificate*

Cindy R. Ella

Functional /
Skills Resume

Home 425-387-9522

cindyrella@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS

- Over 10 years of excellent customer service - maintaining 100% customer satisfaction
- First Aid/CPR, Blood Borne Pathogens, understanding of HIPAA regulations
- Food Handlers Card
- Ability to work in structured and fast paced environment
- Strong written and interpersonal communication skills
- Able to work flexible schedules
- Work well independently or with a team
- Provided excellent customer service to families of patients, other professionals

PROFESSIONAL EXPERIENCE

Health Care

- Greeted and directed 20+ customers to appropriate areas in facility
- Maintained records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager
- Turned, repositioned bedridden patients, alone or with assistance, to prevent bedsores
- Answered patients' call signals
- Fed patients unable to feed themselves
- Observed patients' conditions, measuring, recording food and liquid intake and output, vital signs, reported changes to professional staff
- Provided patient care by supplying/emptying bed pans, applying dressings, supervising exercise routines, assistance walking, exercising, and moving in and out of bed
- Bathed, groomed, shaved, dressed, or draped patients to prepare them for surgery, treatment, or examination, prepare, serve, and collect food trays
- Collected urine, feces, or sputum specimens

Food Service

- Prepared meals, served food to approximately 50 patients
- Cleaned kitchen, dishes
- Suggested diets for patients with special needs, allergies

WORK HISTORY

Kitchen Aide DayBreak Senior Adult Day Respite Program Edmonds, WA 06/2009 – 02/2010

Nursing Assistant Ma & Pa Kettle's Nursing Home Everett, WA 05/2000 – 12/2008

Home Health Care Everett, WA 01/1998 – 07/2000

Nursing Assistant Whidbey Island Manor 01/1990 – 03/1998

EDUCATION

Certified Nurses Assistant Certificate Lake Washington Technical College, Kirkland, WA

Diploma Marysville-Pilchuck High School, Marysville, WA

Mark Peterson

Everett, WA 98201
(425) 111-0000
markp2002@hotmail.com

PROFESSIONAL REFERENCES

Julia Silvers, Administrative Manager
Kent Products Inc.
(555) 111-1111
jsilvers@kentpro.com

Robert Williams, Department Manager
Spruce Electronics
(555) 222-2222
bwilliams@spruceelc.com

Joseph Mitchell, Director of Marketing
Jones Imports
(555) 111-2222
mtichellj@jonesimport.net

PERSONAL REFERENCES

Joy Smith
(555) 333-3322
jsmith@yahoo.com

Jason McMurphey
11 Market St.
(555) 256-6598
mcmurphey@aol.com

THANK YOU LETTERS

Try to follow these hints when writing thank you letters:

- Keep your letters short and simple - usually one page is enough.
- Help the interviewer remember you by referring to specific points discussed in your interview: show that you were listening and mention something that will refresh the interviewer's memory of you
- Be sure your letters are professional, for example: typed, no errors, on quality paper, etc.
- Send your letter within one day - do not put it off!
- Emphasize your qualifications, especially those that are most relevant to the position
- Provide any information that was overlooked during the interview, or that which was specifically requested by the interviewer
- Express your continued interest and enthusiasm for the position

Generally, your thank you letters should include the following information:

First paragraph:

- Thank the interviewer for taking the time to meet with you (mention the date).
Remind him/her of the position for which you interviewed.

Second paragraph:

- Restate your interest in the position and the company/school/organization. Mention something you learned from the interview or comment on something of importance that you discussed. Again, emphasize your strengths, experiences, skills, accomplishments and slant them towards the points that the interviewer considered the most important for the position.

Third paragraph:

- Once again, thank the interviewer for his/her time and consideration. If appropriate, close with a suggestion for further action (if a second interview is a possibility), or mention that you will follow up with a phone call in a few days. Provide your phone number and the hours you can best be reached.