

**Cover Letter Stating Career Objective, Training, and Referring to Company  
Research  
Sample #1**

Date

Maxwell Jones  
Ganco Engineering  
4567 Main Street  
Yokomo, IL 99999

Dear Mr. Jones:

Recently, I completed a cooperative experience with an engineering firm in Northern California where I was given the responsibility of managing a small project. I am looking for the opportunity to perform in this capacity for Ganco Engineering. I believe my background and experience will help me be an asset to your company in a very short time.

I have conducted survey and mapping assignments, participated in soil mechanics and foundation formation, and performed preliminary structural analysis and design for a grocery store. I was given the responsibility of producing a general lay-out for a new transportation system. I first surveyed the area, produced a traffic analysis and survey, researched city rules and regulations for compliance, and wrote a twenty-five page report depicting the feasibility of building a new freeway off-ramp. My mathematical skills are excellent and I am very conscientious about meeting deadlines and completing tasks unsupervised. If given the opportunity to accomplish an assignment, I can develop a plan that will meet the needs of the project.

I am very interested in becoming a part of this project after reading your company brochure and an article in the Civil Engineering Journal about your company's involvement in building a new mall in the area. I can be reached at the address and phone number below. I'll be calling your office within ten days to inquire on the status of my application. I look forward to hearing from you.

Sincerely,

Marilyn Appleton  
12300 Hilltop Drive  
Mantana, CA 99444  
(919) 345-5566

**Excellent explanation of accomplishments**

**Company research is impressive and helps match student to the position. Student has taken a proactive approach to arranging an interview.**

**Cover Letter Stating Career Objective, Training, and Referring to Company  
Research  
Sample # 2**

Date

Betty Bolo, Director  
County Health Department  
1000 Far Street  
Chico, CA 95926

Dear Ms. Bolo:

Being able to teach individuals and groups about effective health practices and procedures has been my goal since beginning my college career. To ensure that I acquired the skills and knowledge necessary to become a health educator, I have volunteered to work in numerous agencies, putting my academic theory and principles into practice.

I am equally comfortable working independently or as part of a team and am highly motivated to provide an excellent product on time and under budget. I have extensive experience with the needs of diverse clientele and can communicate in Spanish although I am not completely fluent. Other skills I can bring to your organization include:

- Knowledge of health disorders and their prevention.
- Knowledge of counseling and teaching principles.
- Ability to serve as a liaison and referral specialist between clients and supportive agencies.
- Understanding of health rules and regulations.

For more detailed information please refer to my enclosed resume. I would appreciate a personal interview at your earliest convenience. I am eager to further discuss my qualifications and view your facility.

Thank you for your consideration.

Sincerely,

Nola Dalans  
57639 Lexington Circle  
Chico, CA 95926

**Interesting opening that catches attention.**

**Bulleted skills help you avoid excessive use of "I" and help the employer read your letter faster.**

**Requesting an interview is the best approach for a public agency.**

## Cover Letter Answering An Advertisement

Date

Mary Rider  
Gottschalks  
1122 Chalk Blvd.  
Los Angeles, CA

Dear Ms. Rider:

The World Review Newspaper is currently running your ad for a Junior Accountant to service a small accounting department within Gottschalks. You will find my background and experience directly applicable to your accounting needs and I have enclosed my resume for your review.

Over the years, I have developed and completed three (3) internships in accounting departments in Northern and Southern California. In the last internship, I developed an efficient accounting information system for a small manufacturer. In order to develop this system, I performed a cost analysis and constructed a budget using an IBM Mainframe and Macintosh Personal Computer. In my first internship, I performed all aspects of a major audit under extremely short deadlines. Basic accounting principles come easy to me and I am extremely accurate in all my transactions.

Please contact me at the address and phone number below. I look forward to hearing from you. I am geographically mobile and am willing to begin employment immediately.  
Thank you for your consideration.

Sincerely,

Randy Ohlway  
1123 Hoffer Ave.  
Chico, CA 95926  
(916) 343-5678

**No-nonsense style that quickly takes reader to the heart of the matter.**

**Excellent presentation of work-related experience. No mention of communication skills, however. Employers consistently list communication skills as their highest need.**

## Cover Letter - Name Dropping

Date

Jay Jones  
Area Manager  
Heublein, Inc.  
816 Atlantic Avenue, Suite 10  
Alameda, CA. 94501

Dear Mr. Jones:

I have been encouraged by Jack Quick, Placement Officer at California State University, Chico, to contact you concerning your opening for a Sales Representative. After reviewing your company brochure, I am confident that I can be an asset to your company and would appreciate your reviewing the enclosed resume that depicts my sales characteristics and skills.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent Sales Representative.

From past experiences and education, I have acquired persuasive techniques that are needed to influence students, parents and customers in making choices. My leadership skills are developed and have allowed me to spontaneously interact with ethnic diverse populations and all age groups. I am a motivator and organizer and these skills have enabled me to effectively defuse problem situations with customers using tact, thus creating a long-term client base. Teamwork is another skill I have acquired and one I know is necessary for organizational cohesiveness. Over the years, I have had to establish daily operational bases for projects/programs and provide the direction to insure the progress and deadline were met.

I will appreciate the opportunity to meet and further discuss my qualifications and your sales position. I will be contacting your office to follow up on this letter around the first week in August. Looking forward to hearing from you. Thank you in advance for your consideration.

Sincerely,

Martina Morelli  
3433 Michelin Road  
Chico, CA 95928  
(916) 324-2020

**Name dropping can be a very effective way of getting attention to your job application. The person whose name you drop doesn't have to work for the company as long as the reader likes and respects the person.**

**Really great discussion of sales-related skills!**

**Nice proactive approach to gaining an interview, but be sure you follow up when you say you will. The ability to follow through is one of the most important characteristics of a successful sales person.**

## Cover Letter Asking a Question

Date

Mr. Rolland Johnson  
General Manager  
KXYZ-FM  
201 Monroe Drive  
Arlington, TX 76028

Dear Mr. Johnson:

Are there any openings at KXYZ for an enthusiastic, young, announcer/programmer? Jane Majors, Director of Programming, recently discussed with me several experimental formats being planned at KXYZ, particularly in the areas of singularly directed programming. This scheduling concept is an exciting development with dramatic potential.

This programming format requires that individuals possess a strong radio and television background. As a graduating senior in the Telecommunications Department, my experience includes both radio and television production and on-air programming. I have experience as an announcer, programmer, disc jockey, sportscaster, news reporter and news writer at KITU-FM and KTIS-AM. In addition, I hold an FCC third-class license with broadcast endorsement. My sense of responsibility and conscientiousness are indicated by my honors.

My enclosed resume reflects my experiences and accomplishments. I am enthusiastic about your single-focus programming concept. The opportunity to help implement this innovative idea would be an exciting challenge for me. I will contact you during the week of October 12-16 to arrange a mutually convenient time for us to meet and discuss employment possibilities. Thank you for your consideration.

Sincerely,

Frank Manners  
6460 Straid St.  
Orland, CA 95963  
(916)324-4561

**Great use of this format, especially since it is combined with effective name dropping.**

**Effective discussion of skills and experience.**

**Upbeat, enthusiastic style works well and it guaranteed an interview.**