



# Writing a Cover Letter

A cover letter is a tool to help introduce yourself in a memorable, personal way during a job application. A well-crafted cover letter goes over information on your resume and entices the reader to really see if you are the person for the job.

1. The header of every professional cover letter for a job application should include the following:
  - Your name
  - Address
  - Your telephone number
  - Your email address
  - The date
  - The name of the hiring manager and their professional title
  - The name and address of the company to which you are applying
2. Salutation – every cover letter should have one, preferably addressed to the hiring manager. If the hiring manager’s name is unattainable, use the following salutations:
  - To Whom It May Concern
  - Dear Hiring Manager
  - Dear Recruiting Manager
3. The first paragraph is your opportunity to make a strong first impression on the employer. It should identify the position you are interested in and how you are qualified.
4. Second and third paragraphs should speak about your relevant skills and accomplishments and highlight your best qualities and explain why you are a good fit.
5. The final paragraph is the section that will seal the deal for a job interview. Make sure you leave a lasting impression on the reader, so make sure your conclusion is confident, upbeat and encourages the hiring manager to get in touch with you.
6. Always end your letter with a formal closing such as Sincerely, Regards, or Best regards. If your closing contains more than one word, capitalize on the first word, as in Best regards or Sincerely yours. And be sure to put a comma after your closing.
7. Sign off with your name. There should always be four spaces between the close and your signature line. Make sure to sign your name in this area

## Important information to know...

### Setting the Stage

The cover letter is your passport to a possible job interview. Do not minimize its importance. Approach your letter with seriousness. It is as important as your resume. You want the reader to be impressed with your cover letter. You want the reader to want to talk to you.

### Obtaining a Name

When a hiring manager sees their name in the greeting of your cover letter, they will feel like something is tailored specifically to them. It will feel personal. They might feel whatever comes next, just might be the exact information they have been looking for.

Do some research, call the office and politely ask the person who answers the phone who is responsible for hiring the position that is available. Make sure to obtain the exact spelling of the person’s name and verify it and ask for the exact title of the person.

# Cover Letter Sample

1

Your Name  
45 Ace Drive  
Your Town, CA 93901  
(831) 222-3333  
[yourname@gmail.com](mailto:yourname@gmail.com)

Date

Name (if known)  
Business or Organization Name  
Address  
City, State, ZIP

2

3

Dear Mr./Ms. \_\_\_\_\_,

Upon learning of your need for an Administrative Support Specialist, I felt compelled to submit my resume for your review. As an organized and motivated professional with experience providing comprehensive administrative support to drive productivity and efficiency with a variety of environments, I am confident in my ability to become a valuable asset to your team.

From organizing schedules and planning budgets to coordinating events and managing projects, my background has prepared me to excel in this role and achieve your company's goal.

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Highlights of my experience include:

- Performing comprehensive administrative support for senior-level management teams; including meeting coordination, sales and marketing support, budget development, event planning and daily operations.
- Balancing multiple tasks with fast paced environments while providing top level organization, problem solving, and leadership skills.
- Identifying areas for improvement and recommending enhanced office procedures and processes to elevate productivity.
- Honing proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

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With my proven commitment to delivering superior administrative support, I am well prepared to extend my record of exceptional service to your team. I would welcome the opportunity to discuss this position and my qualifications further. Thank you for your consideration

Sincerely, 6

Your Name 7