

CAREER CREATORS CONSULTING
PROPEL YOUR CAREER FORWARD

10 Steps to The Perfect Cover Letter

Contact Information:

Date

--4 spaces--

Contact Name

Title of Contact

Organization Name

Street Address

City, State Zip Code

Dear Contact Person First Name or "Hiring Manager",

Body of the Letter:

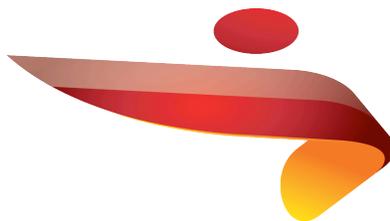
1. Introduction – brief description / who you are and why you are writing.
2. How you learned about the position or company.
 - I was referred to you by (name of referral contact and how they know the contact).
 - I learned about the (desired position) while researching (industry type / organization name) in / on (name of publication or web site where you did research).
 - I viewed / read about a job listing for (desired position) in / on (name of publication or web site where you saw listing)
3. Why you are interested in discussing (position available / desired position).
4. Why are you qualified for the position or why would you be an asset to the organization.
 - I have (x years) as an experienced (former position of relevance).
 - I have a proven record of success.
 - I offer (skills and abilities, proven results, core competencies).
 - I believe that I would be an asset to (organization name)
 - I feel that I would make a positive contribution to (organization name)
 - I believe that my education, knowledge, skills, and work experience make me an excellent candidate for employment with (organization name).
5. Give an example of a real life success.

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4. Give more details about your qualifications, experience, etc. Why you would be a good fit?
 - I was successful as a (position title) because (positive attribute about yourself relating to the position or organization's values, culture, etc.)
 - I believe that my education, knowledge, skills, and work experience make me an excellent candidate for employment with (organization name).
6. What is it about the company that makes you want to work for them?
 - Because of (organization name)'s (reputation, sales record, size, corporate culture, management philosophy, other attribute)
 - I am especially interested in working for / with (organization's name).
 - I yearn for a career opportunity with a (dynamic, stable, reputable, large, etc.) company where I can focus on what I do best---(skill or talent).
7. Convincing closing
 - I possess the hands-on business experience, energy, talent, and integrity that (company name) demands from its employees.
 - I am an innovative leader with a cooperative management style.
 - I am able to adapt easily to changing circumstances and situations.
 - I believe that I would be an excellent candidate for employment with the (company name) (position name) team.
8. Next Step
 - I am interested in meeting with you personally to discuss the (title) position in greater detail.
 - I will contact you on (day, date) to schedule an appointment for an interview at your convenience.
 - I have included a copy of my resume for your review.
9. Thank you for your time and consideration. I look forward to meeting you.
10. Closing
 - Sincerely,
 - ---2 spaces---
 - Sign your name
 - ---2 spaces---
 - Type your name
 - Note any Enclosures or Attachments: (Resume and any other documents that you are sending.)