

Cover Letter Tips

Your Name
Your Address
Your City State Zip
Your Phone Number
Your Email Address

Instead of this inside address block, you can repeat the heading from your resume.

If there is no specific person's name, you can put Human Resources or nothing in place of Recipient's name.

Name should be followed by a colon :
If no name available replace with "To whom it may concern:" or "ATTN: Human Resources"

Date letter is mailed

Recipient Name
Recipient Company
Recipient Address
Recipient City State Zip

Dear Mr. Jones:

First paragraph should include the name of position, firm, and possibly location. It should reference your enclosed or attached resume.

I am interested in applying for the staff accounting position in the Little Rock office of Schmidt and Jones, LLP. It is my desire to work in public accounting. Please review the enclosed resume.

I am finishing my degree in accounting in May 20XX, and will have 150 hours by August 20XX. The internship I completed last spring gave me experience in both tax and audit, but I am most interested in a position in your tax department. I have had a lot of experience in customer service working at McDonalds, which has made me very comfortable talking to customers and even dealing with some who are not happy. I believe these communication skills will be useful in public accounting.

Middle paragraph (or two) should tell them what you will bring to the job. Speak to your skills that are relevant to this specific job. If a specific skill is mentioned in the ad, try to address it in the letter.

Hopefully, you will find that I meet the qualifications for the position you are looking to fill. If so, please contact me to schedule an interview at your earliest possible convenience. If I can provide any additional information such as a transcript or letters of reference, please let me know. Thank you for your consideration, and I look forward to hearing from you.

Last paragraph should ask for an interview at their convenience and offer to provide additional information.

Sincerely,

After sincerely (or whatever signoff you choose), type a comma, press enter 4 times and then type your name. Then sign above your name.

Your Name

Other tips:

- Write your own letter. Don't just copy this example.
- Employers use this letter to test your communication skills. You want good spelling, grammar, and sentence structure.
- No paragraph should be fewer than three sentences.
- Try not to start every sentence with "I".
- Follow these steps for emailed cover letters too (without the handwritten signature).