

# San Diego Miramar College Library / LRC

## Writing an Effective Cover Letter

### **PURPOSE OF A COVER LETTER:**

To introduce yourself and personalize your resume;

To arouse an employer's interest and encourage action or response.

### **FORMAT OF A COVER LETTER:**

1. An opening sentence stating the purpose of the letter (your objective).
2. Drop a name if you have permission, for example:  
"Professor Smith suggested I contact you..."  
Make sure the person you are contacting knows the person to whom you refer.
3. A brief statement explaining specifics about your educational background or work experience that are relevant to the job. Give evidence that you can contribute significantly to the job.
4. A few short sentences emphasizing your particular interests in the company.  
For example:  
  
"A company of your size would provide me with immediate responsibility and involvement in the total operation."  
  
"A company of your size can provide me with excellent training and advancement potential."
5. What made the job sound interesting to you? Show that you are familiar with the company's future plans if at all possible.
6. Close the letter with a reference to your enclosed resume and request a personal interview or make some comment concerning your availability for an interview.
7. Limit your letter to one page. Type each letter individually and tailor it to that particular company. If possible, address the letter to a specific person in the organization.

## **RESOURCES**

**Cover Letters for Dummies**

**HF 5383 .K418 1996**

**Cover Letters They Don't Forget**

**HF 5383 .M29 1993**

**Dynamic Cover Letters**

**HF 5383 .H28 1990**

**The Guide to Basic Cover Letter Writing**

**HF 5383 .P735 1995**

**High Impact Resumes & Letters**

**HF 5383 .E7 1988**