

Cover Letter for Existing Opening

Mary Jones
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maryjones@uclink.berkeley.edu
December 28, 2002

Good example of letter in response to an ad using a “matching experience to requirements” format.

Ms. Susan Merrill
PricewaterhouseCoopers
Dispute Analysis & Corporate Recovery Group
100 Palm Street
Los Angeles, CA 90000

Dear Ms. Merrill:

As a Business Administration major at UC Berkeley with a strong background in economics, accounting, and finance, I am very excited to hear of a Staff Consultant position with PricewaterhouseCoopers. For the past eight months, I have been working part-time with Wells Fargo. As part of the Investment Management Group Finance department, I participated in facilitating the merger process with First Interstate, creating monthly management reports, collecting and preparing financial information, and working alongside management on a variety of projects. I am proficient at Excel, Access, Lotus 1-2-3, and other computer applications.

I believe the qualities you seek are well matched by my track record:

Your Needs

Accounting and Finance

Experience

Strong Communication Skills

Solid Accounting and Finance Education

Professional Accomplishments

My Qualifications

- Currently working with the Investment Management Group at Wells Fargo.
- Prepared income tax returns for retail businesses and low income households.
- Led team in preparing income tax returns by determining the client's specialized needs.
- Constant interaction with Wells Fargo managers and vendors.
- Have taken intermediate financial accounting, auditing, economics, introductory finance, and investments.
- Graduating Business Administration Major with 3.5 GPA.
- Independently created databases to facilitate expense tracking for IMG Finance and Marketing.
- Produce monthly reports for management.

Since a resume cannot take the place of an interview, may we set up a time to talk? I can be contacted at (555) 333-1111. I look forward to talking to you soon.

Sincerely,

Mary Jones

Mary Jones

OK to wait for call from employer, especially if listing stated clearly "no calls." Generally better to retain control by indicating, "I will call you within the week to schedule an appointment."

Cover Letter - Advertised Position

JOB LISTING

Logistics Coordinator: A 2-year contract position, with possibility of extension. Responsibilities: provide event-related logistical support, e.g., prepare materials, process invitation mailings, serve as liaison with caterers, hotels and other vendors, set up meeting/conference room with equipment; and negotiate annual contract room rates with hotels. Strongly prefer PC experience. Salary negotiable. Send resume to Human Resources-LC, The Humanitarian Foundation, PO Box 1878, San Francisco, CA 94119-3223 or fax to 555/333-9966.

Know your audience—before you write the letter, review the position description, the organization and how your experience and interests match the needs of the employer.

Mabel Gutzman
8999 Oakland Ave
Oakland CA 94611
(555) 588-9999
mabelgutzman@uclink.berkeley.edu
March 9, 2003

Human Resources-LC
The Humanitarian Foundation
PO Box 1878
San Francisco, CA 94119-3223

Right away, state purpose of your letter—what you're applying for, how you learned of it, and introduce yourself.

Dear Human Resource Manager,

I am interested in the Logistics Coordinator position, listed in *Opportunity NOCs*. My last position was Seminar Scheduler for a diversity training company in San Jose. I am looking for work primarily in the nonprofit sector. As a seminar scheduler, I supported people on the front lines (facilitators, teachers, therapists, activists, etc.) with the logistical help they needed. My experience and degree in Ethnic Studies make me a strong candidate for the Logistics Coordinator position.

The enclosed resume describes my education and experience. I enjoy seminar coordination and learned a great deal in my last position as a Seminar Scheduler. I would very much like to continue workshop planning. Most of my negotiations with clients and many co-workers take place on the phone, requiring excellent communication and documentation skills. I have been using primarily Macs at the office, but I have used PC's off and on since high school. I am not afraid to try new software. I am looking for a position where I can continue to grow and learn.

Refer to your resume, drawing attention to the most relevant experience(s) and addressing stated qualifications. Express enthusiasm and share information which may not be on your resume.

I can bring to the table hard work, commitment, integrity, humor and fairness. My interests include diversity issues, ecological awareness and children's rights. I want to be in a work environment where people are honored and where I feel that I am making a difference. I believe that your organization provides such an environment.

The calendar on the Foundation's website indicates that many of your large events are at night and on weekends, which my schedule can easily accommodate. I am available for interviews at your convenience and look forward to learning more about your organization. Thank you for your consideration.

Demonstrate that you are so interested in this job that you did your homework and learned more about the organization. Show that you understand their needs beyond the written job description.

Sincerely,
Mabel Gutzman
Mabel Gutzman

Suggest next steps and show appreciation.

Enclosure: Resume

Prospecting Letter

Susan T. Davis
333 College Avenue
Berkeley, CA 94765
susantdavis@uclink.berkeley.edu
(555) 223-7777
November 15, 2002

Ms. G. M. Price
Hall Corporation
1234 Silicon Drive
Sunnyvale, CA 94567

Since you don't have a mutual contact, you have to find another way to form a bond with the reader. Establish that you are interested specifically in this company and explain why you are targeting them.

Show that you've done your homework and know something about the company. Unless you establish this, you may lose the reader's interest.

Dear Ms. Price:

I have followed your company with considerable interest for some time. I am particularly impressed by the investment community's high regard for your performance. Recently I read that your earnings are expected to increase as you continue to benefit from the introduction of new products and from a growing international presence. These developments have prompted my letter.

I will graduate from the University of California, Berkeley in May 2003 with a B.S. in Mechanical Engineering. My experience includes the assembly, configuration, troubleshooting and support of Intel Pentium and PentiumPro-based PCs and servers running Microsoft Windows 98 and NT 4.0. As a systems professional with your organization, I would bring a knowledge of Intel-based computer programs as well as other technical skills such as video, electrical, communications and networking.

Stress what you have to offer, not what you hope to gain.

While I have no idea what your staffing plans might be at this time, I would welcome the opportunity to meet with you. I will telephone your office to arrange an appointment.

Keep the letter short and to the point. The person reading it is probably very busy, and the letter is just to get her interested in making an appointment. Be assertive in the closing.

Sincerely,

Susan T. Davis

Susan T. Davis

Cover Letter to Mutual Acquaintance

Peter Cummings
555 Rodeo Drive
Berkeley, CA 94532
peterc@uclink.berkeley.edu
(510) 555-8765

December 17, 2002

Ms. Mary Smith
McKinsey & Company
111 California Street, Suite 7000
San Francisco, CA 94532

Start right out with the name of your mutual acquaintance—good way to form immediate bond with your reader.

Dear Ms. Smith:

Jane Jones, a friend and Business Analyst in McKinsey's Los Angeles office, suggested that I forward my resume to you, as I am interested in opportunities with your firm. Through my conversations with Jane and a review of the McKinsey website and literature, I believe McKinsey's Business Analyst program is an outstanding match for my educational skills, work experience and professional interests.

As a graduating senior in Berkeley's Economics department, I have acquired an excellent background in economic analysis and problem solving. My coursework included microeconomic and macroeconomic theory, quantitative analysis, Keynesian and Marxian theory, and an advanced emphasis on the economics of government regulation and antitrust.

Draws attention to relevant skills and demonstrates when and how he used them.

My paralegal work experience demonstrates my ability to work successfully in teams, analyze and refine voluminous information and work toward solutions. This experience has enhanced my written, oral and interpersonal communication skills, while providing opportunities for leadership and self-motivation. Furthermore, I have maintained work responsibilities while managing a rigorous academic course load with superior grades.

My academic and work experience, together with my strong interest in business organization, provide me with skills needed to analyze business performance and efficiencies and to meet the high expectations of McKinsey's Business Analyst program.

Shows that he knows what the firm does and what is expected for the position.

I am willing to relocate to any city, but would prefer Los Angeles, San Francisco or New York. Thank you for your consideration of my enclosed resume. I look forward to hearing from you soon.

Sincerely,
P. Cummings
Peter Cummings

Enclosure