

Cover Letter Samples for Resumes



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Introduction

Technology and ease of communication has changed almost every aspect of our lives, including communicating and interacting with prospective employers.

While a few years ago an employee could only communicate manually or via the telephone, today a person can interact more easily with the help of the email and the Internet.

Therefore, you have to ensure that the resume that you send to the prospective employer is the perfect resume you could come up with. Along with the resume, there is another important piece of documentation that is reviewed closely during the hiring process – the email cover letter.



The cover letter is one of the most important parts of a resume.

In fact, when it comes to applying for a job, the presentation of the resume (i.e. the cover letter) is as important as the content of a resume. Therefore, you have to make sure that everything you write in the resume is an added value component, right from the cover letter to the content of a resume.

These two papers include a written testimonial of your qualities, achievements and a clear picture of how you wish to go forward in your professional life.

The importance of the cover letter

Your resume (and the resume cover letter) is an integral part of the entire job search process.

Many a time, a person does not attach much importance to the cover letter and either spends too little time, or does not spend any time at all on the cover letter – just scrawling or typing some words onto a cover letter as an afterthought.



Unfortunately, this is one of the most certain ways to ensure that your resume will not even make it to the table of the main recruiter.

For this reason, you should also focus on what is written in the cover letter – as this letter is an integral part of your resume format.

Main Aspects of the Cover Letter

A solid cover letter serves as an introduction of your resume to a potential employer – this cover letter briefly describes your compatibility for the position in question.

You may also add some points that are already written in your resume, such as: skills, education and years of experience.

Types of Cover Letters for Resumes

Basically, there are two types of cover letters – the type of cover letter that you have to write differs greatly depending on the situation:

1. General cover letter

This type of cover letter is the one where you apply for a general job and send in, or mail in your resume.

This cover letter is generally for nearly all the positions that are available in the market.

Make sure that you make a careful decision before you send this cover letter. Unless you are sending the resume to a recruiting company or uploading it on any of the networking groups, **do not send a general cover letter.**



2. Job opening response

The other type of cover letter is where the application is a response for a particular job opening in a specific company. This type of cover letter is more specific and detailed about the job that is being applied for and how the person is perfectly fit for the position.

How to format a cover letter

The cover letter is addressed to the hiring manager of the job you're applying for. Because you are addressing it to a specific person, you should write the cover with a personal touch – it is not a mass-mailed-generic document.

If you want to increase your chances of getting a call for a job interview, never send a generic document.

Employers don't want to hire a list of *skills sets* but to hire a *person* – a human being. They want to hire a personality.

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It means that you must project some aspects of your personality the very first time you communicate with the employer.

Here are some tips on how to write the proper format for a cover letter:

Concise

The cover letter should be able to maintain the thin line of balance between information and warbling of words.

The cover letter should only contain the relevant information that would be basically a 'heads up' about what the recruiter will find in the resume. Remember that the cover letter should not be more than three or at most, four short paragraphs.

What Information

The cover letter should basically give the recruiter information about your current job and the reason why you have applied for the post. This information is the information that a person might ask as soon as they see an interesting resume. Therefore, if this information exists in a cover letter, then the required information is provided to the reader on the spot.

Competencies

If possible, you should also give a basic overview of your core competencies and the qualifications that you have, which are relevant to the job.

Here are some points to consider for the cover letter:

1. Address the cover letter to the person who would be interviewing or hiring you.
2. Do not copy from the Internet or anywhere else.
3. Write naturally.
4. Be concise.

Describe your job experience and professional mission and vision in one sentence or short paragraph.

The template for a proper cover letter should first start with the salutation, addressing the person to whom you are delivering the resume.

The title of the cover letter should inform the recruiter about your willingness to work with his/her company.

Finally, the cover letter should provide any references that you might have regarding your work abilities and experience.

Write a cover letter that gains attention

A practical cover letter may consist of three paragraphs:

The following is the format you can use to write a cover letter for a job application:

- 1.** The first paragraph should contain a basic description about your interest in the job profile and a short description about the source of info for this job – where you got your information about the job.
- 2.** The second paragraph would generally give more information and details regarding all the knowledge and expertise that you have for the job profile. Once these competencies are put on paper, it would become easier for the recruiter to get a clearer picture of your abilities – which will work towards getting you the job.
- 3.** The third paragraph would generally give the recruiter some information about your current professional position – whether you are working or not working. You can skip this paragraph, if you don't want to give these details before interviewing.

Resume Cover Letter Samples

Here are some examples;



1st sample

Dear Mr./Ms. [Last Name]

Please find herewith/attached/hereto my resume for your review as the first step in the application process.

I trust you will find my profound professional knowledge to be a strong indicator of what I would provide/utilize/contribute as a skilled, innovative team player of ABC Development team at XYZ organizations.

I believe that my qualifications and professional experience, highlighted in the enclosed resume, prove that I have the track record and valuable management background that can be utilized (contribute to) by any ABC organization.

Specifically, I would bring the following to a company:

1. X years of progressive ABC industry background.
2. Excellent knowledge in DEF and other related functions
3. Strong RFT qualifications and extensive RFB expertise

Since I am currently seeking new career challenges as an RBC executive, I would appreciate the opportunity to discuss new job openings.

Thank you for your time and consideration.

Your Sincerely,
[Handwritten signature]
[Name]



2nd sample (General – Networking)

Dear Mr./Ms. [Last Name]

Please accept/review my resume for ABC job positions.

My professional experience, background and skills are highly suited to many ABC job openings.

I am especially interested in working at FDE because my CVD experience complies with the KRM environment.

As I am confident that my qualifications will prove to be an effective match for the

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needs, I am anxious to speak with job recruiters about any ABC position and the respective goals.

Please refer to the 'career summary' from my resume for more details about my competencies and background experience.

Your Sincerely,
[Handwritten signature]
[Name]



3rd sample

Title: Job Position # 23, Sales Manager application

Dear Mr./Ms. [Last Name]

I am a Sales Manager with the necessary academic and professional credentials. I have been notified (I have learned) about the job opportunity via your job posting on a recruitment bulletin board.

I started out in the sales line a decade ago, as a summer intern with a leading air conditioning unit retailer.

I have considerable experience in the field of cold calling, getting appointments and holding meetings, and closing deals in the smallest timeframe possible. Currently, I am working with the ABCD, at FDN Branch. I supervise sales, delivery, installation and initial after sales service for all ZXC devices sold by the ABCD.

In my decade of professional experience, I have demonstrated the following qualities:

- Being a critical thinker, maintaining a balance between short term quick fixes and long term goal achievements for the company as well as for myself.
- Capacity to manage and micro manage a large as well as small group and increase productivity.

In addition to the required academic credentials, I have taken two courses, titled Degree in People Management and Advanced Degree in People Management, at the University of Louisiana.

I would be very grateful if you would review my resume. I am confident that it will fulfill your company's requirements. I hope that my hands-on experience and practical knowledge in the professional field are well suited to the goals of your organization.

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I would like to further discuss how my experience and skills will help your organization.

I look forward to seeing/meeting you.

Your Sincerely,
[Handwritten signature]
[Name]



4th sample

To,
The HR Department,
Grey-yards Media Entertainment

Dear Mr./Ms. [Last Name]

I have recently come across your Sales Manager job posting on the (job portal). I would be interested in applying for this position.

I have vast experience in sales, with more than ten years of experience in(ABC). Currently, I am employed as the Sales and Marketing Director in one of the leading Internet Media companies in the US.

Please find enclosed my resume. My resume provides up-to-date information on my background and qualifications.

I look forward to hearing from you,

Thanks and Kind Regards,
Your Sincerely,
[Your signature]
[Name]



5th sample

To,
The General Manager,
Procurement Division,
ABC Company
New York

Dear Mr./Ms. [Last Name]

This is in reference to the job posting by your company in the (Job Board), dated February 19th, 2010. I have gone through the job description and find that my work skills and the job requirements may be a good match. I have been working for the past five years in the procurement department of (the current company).

I held the position of Senior (position) in the said company. I completed my education (DEF Education Institution). My professional education was obtained from the (ABC of Science, Location). My updated resume is enclosed for your review. I look forward to speaking with you soon about this employment opportunity,

Your Sincerely,
[Your signature]
[Name]



6th sample

Dear Mr./Ms. [Hiring manager's last name],

I am responding to the job opening [xxx] because it offers the opportunity I am looking for.

My resume, enclosed herewith, details my background and skills along with a list of my achievements. I expect that most of my strengths fit the position needs and that several of my other strengths are transferable.

As my resume indicates, I have worked as a software engineer for more than 10 years and therefore [the company] will not have to train me on the job, as I have learned how to analyze/program a wide variety of [take s/w keywords listed from job description].

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I am an experienced professional, specializing in X software engineering, currently employed in [your company] and seeking a new employment opportunity to further enhance my career.

I would be happy if you would call me at any time for an interview to discuss my qualifications.

I look forward to hearing from you.

Your Sincerely,
[Your signature]
[Name]



7th sample (Cover letter for a Career Change)

The main objective of the career change cover letter is to inform the reader of the letter about the common talents and requirements of the two jobs – the job that you hold and the profession that you wish to pursue.

Also, the letter should be a brief description of the achievements and assignments that you have achieved in your profession, which would be helpful and add to your success in the job that you wish to, apply for.

Dear Mr./Ms. [Last Name]

This is in regards to my application for the job position “job title” in your company. As will be evident by my resume, I have previously worked in the capacity of “job title” manager with “company name”.

You will find that I have been more than successful in handling a team of “job description” and succeeded in churning out assignments to the satisfaction of the company.

While I worked as a “job title” manager with “company name”, I was responsible for the correct implementation of various technologies into the product required by the company and the clients.

I was also responsible to ensure [job tasks] would add a similar flavor to the assignment, and therefore the product.

As would be further evident from my current position, I have been closely acquainted with “some other duties” since the beginning of my professional career. Therefore, I have a profound knowledge and insight into “this particular market”.

You will find that I have all the qualities one would require of a “job title”. I hope

that a glance at my resume warrants a meeting and an interview if possible.
I eagerly await your reply.

Your Sincerely,
[Your signature]
[Name]



8th sample (with salary expectation)

When applying for a job you may be required to include salary requirements in your resume cover letter.

It is recommended to avoid indicating the salary expectations in cover letters unless you've been explicitly asked to provide them.

Refer to the article in the site for more information:

[Cover Letter with Salary Requirements, Sample Cover Letter](#)