



Cover Letters: Content & Sample

The purpose of a cover letter is to introduce you and your credentials to the employer. Prospective employers will make several observations while reading a cover letter: your written communication skills, computer skills, and your personal style.

If the cover letter is poorly written, employers will not bother to read your resume.

FORMAT- Neat, concise, well-organized business formal letter format.

ADDRESSING- Use the correct name (double check spelling), title, organization and mailing address of the hiring manager (or human resources, as a default).

SALUTATION- Formal: Dear Mr./Mrs./Ms. Last Name: OR Dear Hiring Manager:
[NOTE: If you do not have a specific contact name, simply write: Dear Hiring Manager]

FIRST PARAGRAPH- Briefly introduce yourself. Simply state that you are interested in the position and where you heard about the position. If it is from a newspaper advertisement, be sure to state the name of the paper and the date it was advertised. Examples:

- *I am currently a student at Benjamin Franklin Institute of Technology, studying to earn my Associate Degree in Mechanical Engineering Technology. The Mechanical Engineering Technician position that you advertised in the Boston Sunday Globe on May 5, 2014 is of great interest to me. My resume is enclosed for your review.*
- *I am currently a student at Benjamin Franklin Institute of Technology, studying to earn my Associate Degree in Computer Technology. The Career Services Office at Benjamin Franklin Institute of Technology notified me that you are currently seeking to fill a Computer Programming position in your office.*
- *Jane Doe, Electrical Engineering Instructor at Benjamin Franklin Institute of Technology, mentioned that you are accepting resumes for an electrician apprentice. I am currently studying to earn my Associate Degree in Electrical Technology, and I am interested in this position.*

SECOND PARAGRAPH (main part of letter) - You should emphasize your top skills— whether through your education or work experience—as they relate to the job you’re applying for (for examples of skills to highlight, refer to the Checklist of Transferable Skills). Draw attention to the fact that your skills and their position would make a good match by connecting your experience to the requirements outlined in the job description. Remember to mention accomplishments (i.e., increased, decreased, developed, created, implemented, initiated, supervised, etc.) in this paragraph.

CLOSING PARAGRAPH- Encourage the reader to follow up. Always include a phone number and hours you can be reached. Also, thank them for taking the time to read your resume/cover letter.

SIGNATURE- Formal: Sincerely, (and on next line) Your First & Last Name



Sample Cover Letter Template

First Name Last Name

Street Address City, State, Zipcode

(xxx) xxx-xxxx | xxxxxxxxxxxx@xxxxx.com

Month Day, Year

Name of Company
Street Address
City, State Zipcode

Dear Hiring Manager:

My resume is enclosed in response to the job posting on _____ [*identify where you found the listing*] for the _____ [*identify the position title*] position. I am currently a student in the _____ [*identify program of study*] at Benjamin Franklin Institute of Technology, and I anticipate graduating with my Associate Degree in _____ [*insert anticipated graduation date (month/year)*]. I am in search of an entry-level position to gain experience in the field, and I believe the combination of my technical education and previous experience has prepared me to be a great fit for this role.

As my resume indicates, my program at Benjamin Franklin Institute of Technology provided me with hands-on training in the following areas.

- _____ [*identify course title*] – _____ [*include 1 sentence describing a technical skill you developed in the course*]
- _____ [*identify course title*] – _____ [*include 1 sentence describing a technical skill you developed in the course*]
- _____ [*identify course title*] – _____ [*include 1 sentence describing a technical skill you developed in the course*]

Additionally, in my role as a _____ [*identify the position title*] at _____ [*identify the company name*], I gained the following experience which has prepared me to step into this role with a strong foundation to build upon.

- _____ [*describe a responsibility or task you've had experience doing that is relevant to the job you're applying for*]
- _____ [*describe a responsibility or task you've had experience doing that is relevant to the job you're applying for*]
- _____ [*describe a responsibility or task you've had experience doing that is relevant to the job you're applying for*]

I look forward to the possibility of an interview to further discuss my qualifications. You may contact me any time on my cell and email listed above. Thank you in advance for your time and consideration.

Sincerely,
First and Last Name

Sample Cover Letter Template

First Name Last Name



Street Address City, State, Zipcode
(xxx) xxx-xxxx | xxxxxxxxxxxx@xxxxx.com

Month Day, Year

Mr./Ms. First and Last Name
Job Title
Name of Company
Street Address
City, State Zipcode

Dear Mr./Ms. Last Name:

My resume is enclosed in response to the job posting on _____ [*identify where you found the listing*] for the _____ [*identify the position title*] position. As a student in the _____ [*identify program of study*] at Benjamin Franklin Institute of Technology, expecting to earn my Associate Degree in _____ [*insert anticipated graduation date (month/year)*], I am in search of an entry-level position to gain experience in the field. The combination of my technical education and previous experience has prepared me to be a great fit for this role.

The job description specifies that the ideal candidate must _____ [*identify key required knowledge/skill/experience that you possess*]. As my resume indicates, my program at Benjamin Franklin Institute of Technology included courses in _____ and _____. I have received hands-on training in _____ [*identify and explain in detail a specific technical skill you've developed in your program of study*].

Additionally, in my role as a _____ [*identify the position title*] at _____ [*identify the company name*], I _____

_____ [*identify specific skill and how you utilized it on the job*]. My former instructors and employers will tell you that I am _____ [*identify specific strengths/qualities you possess*].

I look forward to the possibility of an interview to further discuss my qualifications. You may contact me any time on my cell and email listed above; the best time to reach me is _____ [*indicate when the best times you are available (not in class or working)*]. Thank you in advance for your time and consideration.

Sincerely,
First and Last Name