


Tool 4: A Well-Written Cover Letter or E-mail Message

Read the statements that follow and the general outline on the next page before you prepare a cover letter or e-mail message to accompany your resume. Your letter

- * Identifies the single most important reason why you should get further consideration for the job.
- * Should allow the reader to make a connection with your background.
- * Identifies mutual friends or employees you know.
- * Expresses your knowledge of the organization.
- * Is a personal communication between you and the employer.
- * Does not repeat but can highlight information in your resume.
- * Is short and to the point—no more than half a page.
- * Mentions why you would like to work for the organization.
- * Uses perfect grammar and spelling.
- * Mentions relocation issues (if appropriate).
- * Matches the paper, font, and layout of your resume.
- * Is a sales pitch and an attention-getter.
- * Is the first impression an employer has of you, so it must be well-written.

The body of your e-mail message should contain the same information your cover letter contains. You do not need to include your return address, the date, and the information about the employer; the header area contains the information needed. However, you will want to include a greeting and closing, as well as the three paragraphs of text in your e-mail messages that accompany a resume.

	To:	shantas@colbrookplace.org
	cc:	
	bcc:	
	Subject:	Daycare support worker position

Hello, Ms. Smith.

I'm Meta S. Hoppenstein, a conscientious mother and experienced daycare worker. David Howell, a staff member at Colbrook Place, encouraged me to apply for the open daycare support worker position. David showed me the facilities and discussed the organization's goal of providing excellent child care. I am impressed with both.

For over three years, I have volunteered in a daycare setting. I am patient and caring when interacting with children of all ages and from all backgrounds. I also am an enthusiastic participant in children's games and educational activities.

My resume is attached to this cover letter. If you think that I may be the best candidate to fill the daycare support worker position, please feel free to contact me.

Sincerely,

Meta S. Hoppenstein
(141) 622-1111

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