



Gail Borden

Public Library
District

270 North Grove Ave.
Elgin, Illinois 60120
847-742-2411
www.gailborden.info

information

information

Gail Borden Public Library District

Cover Letter Writing

What should I include?

1. **Return address.** Your contact information.
2. **Date.**
3. **Inside address.** The company's contact information.
4. **Salutation.** Only use "Dear Hiring Manager" if you cannot find out the name of the person your letter should be directed to.
5. **Body.** Name the position you are applying for, word for word, found in the job posting and explain why you are perfect for the position. Also, be sure to respond directly to requirements listed in the job posting.
6. **Closing.**
7. **Signature.**

<http://www.accent-resume-writing.com/covertips>

<http://www.savvy-business-correspondence.com/ModifiedBlockBizLetter.html>

Tips

1. **Keep it short and simple.** No more than 3-4 paragraphs. Use the cover letter to link the job listing and your resume. Explain any special circumstances, for example, if you are looking to work in a new field or have been out of work.
2. **Pick a format.** This letter should be organized just like a business letter in block, semi-block, or modified block format. Use the same font as your resume.
3. **Use those keywords!** Use words found in the job posting in your letter, especially if your field includes technical terms. Show that you are responding directly to that specific job posting. Expect to tailor your cover letter each time you apply for a new position.
4. **Direct your letter to a particular individual.** If you don't know the name of the person your letter should go to, find out! Do some research on the company using business databases or give them a call.
5. **Close with a statement that indicates action.** Who will be contacting who? Preferably, let the employer know you will be contacting them and when.

<http://www.accent-resume-writing.com/covertips>

http://www.worktree.com/tb/CL_tips.cfm

Books

15 Minute Cover Letter

Job & Career Center - Resumes & Cover Letters 650.142 Farr

Vault Guide to Resumes, Cover Letters & Interviews

Job & Career Center - Resumes & Cover Letters 650.14 Leifman

The Guide to Basic Cover Letter Writing

Job & Career Center - Resumes & Cover Letters 650.142 Guide

Links

<http://www.career.vt.edu/JOBSEARC/coversamples.htm>

http://www.jobbankusa.com/cover_letter_example.html