

Cover Letters

ALL resumes should be sent with a cover letter! Make sure yours is unique for each position and sets the tone for reading your resume.

Cover Letter Rules

1. Write a new letter for each position.
2. If you are sending the same letter to several people within a company do not forget to change the name and address for each letter.
3. Does your letter have the correct date?
4. NEVER have a cover letter longer than one page!
5. Use the same font, layout, paper, etc. as your resume.
6. Type all letters unless it is specifically requested to be handwritten.

What to Include

1. Your name, address, and phone number.
2. Name and job title of the person you are writing to.
3. Company name.
4. Initial greeting to the person you are writing to. If necessary use Dear Sir/Madam.
5. The first sentence should state
 - the job you're applying for
 - a reference number for the position if known
 - where you saw the ad
6. A couple sentences addressing competency.
7. A couple sentences about why you are right for the job.
8. A polite request for an interview
9. Your signature with your name typed below.

Sample Cover Letter →

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Sample Cover Letter →

Sample letter

Your name
Mailing address
City, state, and zip
Telephone number(s)
Email address

Today's date

Your addressee's name
Professional title
Organization name
Mailing address
City, state and zip

Dear Mr. (or Ms.) last name,

Briefly say what job you are applying for, job reference number if known, and where you saw the ad.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your competency and why you are right for the job. You should not summarize your resume!

Your last paragraph should explain what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying "thank you."

Sincerely,

Your handwritten signature

Your name (typed)

Enclosure: resume

The Lockport Public Library's Public Computing Center (PCC) activities are funded by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which has been awarded a \$9.5 million grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).

Sample letter

Your name
Mailing address
City, state, and zip
Telephone number(s)
Email address

Today's date

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