

JOE PROSPECTING

Use the same heading as
your resume

111 Main Street ♦ Wayne, NE 68787 ♦ (402) 375-0000 ♦ prospect@yahoo.com

Today's date

Mr. Harvey Employer
Company
900 East Valley Drive
Wayne, NE 68787

Dear Mr. Employer:

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1.5 inches
- Pull key words/statements from the job description – justify that you possess those skills with examples.
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Final draft should be printed on paper matching the resume (20-24 lb.)
- Keep a copy for your records.

After researching your company website, I would like to inquire about employment opportunities. I have recently moved to the area and have an interest in XXXX field. Enclosed is my resume detailing my background and qualifications.

My XXX experience and my degree in XXX are my strongest qualifications for employment with XXX Company. While pursuing this degree, my knowledge of XXX and XXXX were strengthened. Classroom experiences increased my understanding of XXXX and XXXX. Through my work experiences, I gained experience in XXXX. **This is your SELLING paragraph. Pull in any skills that will be beneficial to that new employer by stating the skill, then provide how you gained that skill. Ex. through your program, work, internship, etc.**

I would enjoy speaking with you to discuss employment and how I could contribute to your company. I will contact you next week to confirm receipt of my information. In the meantime, if you wish to call me, my telephone number is (402) 375-0000. Thank you for your consideration.

Sincerely,

← Your signature
here

Joe Prospecting

Enclosure