

Cover Letters

A cover letter works well alongside a resume. It introduces you, your skills, and your experiences. Always include a brief, professional, and positive cover letter when sending a resume.

Sample Cover Letter

January 1, 2007

Address the letter to a person by name.

Mr. Davon Welch
Supervising Engineer
Wichita Water Company
P.O. Box 1875
Wichita, KS 67214

Explain purpose of your letter. Identify the position you are applying for and how you are qualified.

Dear Mr. Welch:

Please accept this letter of application for the chemical engineer position recently advertised.

My experience includes managerial and practical engineering work in both the water treatment and chemical industries. It is my intention to pursue a position where I can utilize my past experience and education.

The enclosed resume highlights my qualifications. I will call your office next week to schedule an interview to discuss the industry and any future openings you may have at Wichita Water Company.

Thank you for your consideration.

Thank them for considering you.

Sincerely,

Benny L. Simpson
1986 Glen Street
Wichita, KS 67214
Phone (316) 555-1754

Always include a daytime telephone number.

If this is a pre-interview letter, enclose resume.

Enclosure: resume