Cover Letters

- Target your cover letter
- Address what you can do for the company
- Standard business letter format - prospect name, title, company, address--top left
- Salutation – Make sure that your letter is written to someone specific.
- Try to keep your cover letter to one page and limited to three targeted paragraphs
- Create your cover letter in Word
- Use quality bond paper. Use the same paper as your resume.
- First paragraph – How did you hear about the position? Why are you writing?
- Second paragraph - Briefly state two or three top skills (from the Summary section of your resume), then immediately follow with benefit after benefit that these features (and you as a person) will provide to the company. Pull out skills, abilities and situations not stated on your resume. Your cover letter is the place to elaborate on your experience.
- Third paragraph - Give your target contact a specific action you will take
- Close with "Sincerely,"--anything else can be too chummy
- Signed with a blue or black pen
- If sending through the mail, send in a large flat envelope.
- Be sure to use a conservative stamp
- Type or neatly print address on envelope
- Final step: do not forget to follow up, or all the other steps will be in vain!
Date

Ms. Jane Doe
Partner-In-Charge
Big Public Accounting, Inc.
123 N. Michigan Ave.
Chicago, IL 12345

Ms. Doe:

I was referred to you by Mr. Dave Smith who is a Partner with your New York office. Mr. Smith informed me that the Chicago office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the New York City office of Ernst & Young. I will be receiving my BA this May from Blackburn College, graduating Magna Cum Laude. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Big Public Accounting. Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

I have enclosed my resume for your review. Realizing that a resume can not convey the many services I would like to provide, I would appreciate the opportunity to arrange a meeting. I will be in touch in the near future. In the mean time, should you have questions or if I may be of any further assistance, please don’t hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Blackburn Graduate