

Your resume should always have a good COVER LETTER attached, as a personal communication between you and the individual who receives the resume. Many job hunters are intimidated by the task of writing a cover letter, but it's not that hard if you think of it as just a friendly, simple communication from one person (who's looking for a good job) to another (who's looking for a good employee). It is in the interests of both parties to make a good connection!

How To Write a Good Cover Letter

1. Be sure to address **your cover letter --by name and title -- to the person who could actually hire you.** When it's impossible to learn their name, use their functional title, such as "Dear Manager." You may have to guess ("Dear Selection Committee") but **never** say "To whom it may concern" or "Dear Sir or Madam"!
2. **Show that you know a little about the company,** and that you are aware of their current problems, interests, or priorities.
3. **Express your enthusiasm and interest in this line of work and this company.** If you have a good idea that might help the employer resolve a problem currently facing their industry, offer to come in and discuss it.
4. **Project warmth and friendliness, while still being professional.** Avoid any generic phrases such as "Enclosed please find." This is a letter to a real live person!
5. **Make a personal link to a specific individual in that company,** if at all possible -- also called "name dropping." For example, "My neighbor, Phil Lyons, works in your research-and-development department, and from what he tells me about the company and its current directions, I think I could be a good fit for your team."
6. **Set yourself apart from the crowd.** Identify at least one thing about you that's unique -- say a special talent for getting along with everybody at work, or some unusual skill that goes beyond the essential requirements of the position -- something that distinguishes you AND is relevant to the job. (Then, if several others are equally qualified for the job, your uniqueness may be the reason to choose YOU.)
7. **Be specific about what you are asking for** and what you are offering. Make it clear which position you're applying for and just what experience or skill you have that relates to that position.
8. **Take the initiative** about the next step whenever possible, and **be specific.** "I'll call your office early next week to see if we could meet soon and discuss this job opening," for example. OR -- if you're exploring for UN-announced jobs that may come up -- "I'll call your office next week to see if we could meet soon, to discuss your company's needs for help in the near future."
9. **Keep it brief** -- a few short paragraphs, all on one page.

Sample 1 Bookkeeper Cover Letter

Y O U R N A M E

142 Your Name, Your City, State, xxxxx United States | (xxx)xxx-xxxx |
your.email@gmail.com

[Today's Date]

[Hiring Manager's Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager's Name],

With reference to the advertisement on your website this week, I wish to apply for the role of Bookkeeper at your company.

As an analytical and dynamic individual who has a proven history of exceeding expectations through performance, I believe I would be able to participate and impact considerably the ongoing operational success of your company. Some of the key talents I can bring include streamlining payroll processes, improving receivables turnover, and creating a more effective system for issuing invoices.

My present employment at Franklin & Rodgers Business Solutions as a General Bookkeeper has helped me to develop my abilities in key commercial areas such as financial calculations, formulating invoices, and correcting spreadsheet errors.

I can combine my effective communication skills with functional knowledge to identify opportunities and deliver a satisfactory outcome while working alone or as a part of a larger team. You will find me as someone who can juggle both financial and bookkeeping responsibilities along with general administration and customer service tasks.

I have enclosed my resume for your review and would be thankful for an opportunity to meet with you in the near future to further discuss my application.

Sincerely,

[Name]

Sample 2

January 1, 2002

James Hann
2732 Johnson Street
Elmyria, NY 14902

Dear Mr. Hann:

If your firm is seeking a seasoned professional who has demonstrated sound business sense, swift and effective decision making, well-concieved planning, a consistently high level of performance, and sound analytical, and communication skills, please consider my enclosed resume.

I am most comfortable in a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is a requirement. I'm always up to a challenge, and am no stranger to high levels of responsibility. I work hard to attain my goals, and I am a firm believer in constant communication with all levels of management, which I feel has strengthened my interpersonal skills.

I will contact you within the next few days to inquire about the possibility of an interview. In the meantime, please do not hesitate to contact me at _____.

Sincerely,

Jonathan Sammuels

Enclosure