GUIDELINES FOR WRITING A COVER LETTER

Your Name
3366 Main Street, Vancouver, WA 98684
youremailname@gmail.com
(360) 555-1235

Today's Date

Mr./Ms. (Contact's Name), Title
Company Name
Address and Street
City, State and Zip

Dear Mr./Ms._____:

You will need a cover letter whenever you send a resume or application form to a potential employer. The letter should capture the employer's attention, show why you are writing, indicate why your employment will benefit the company, and ask for an interview. <u>The kind of specific information that must be included in a letter means that each must be written individually.</u> Each letter must also be typed perfectly. Let's go through a letter point-by-point:

SALUTATION. Each letter should be addressed by name to the person you want to talk with. That person is the one who can hire you. It is most likely to be the person who will actually supervise you once you start work. Call the company to make sure you have the right name and correct spelling.

OPENING. The opening should appeal to the reader. Cover letters are sales letters. Sales are made after you capture a person's attention. You capture the reader's attention most easily by talking about the company rather than yourself. Mention projects under development, recent awards, or favorable comments recently published about the company. Many times, this information can be found by searching the company's web site. You should mention where you saw the position advertised or how you were referred to the company. If someone suggested that you write, use his or her name (with permission, of course).

BODY. Acknowledge the skills required by the position. State the skills/strengths you will bring to the job that parallel those needed to fill the position. Give examples of your skills and work experience—quantified results, accomplishments, and achievements—and how they will transfer to the job. If you are still in school or a recent grad, explain how your academic background makes you a qualified candidate for the position. The body of the letter gives a brief description of your qualifications and refers to the resume, where your sales campaign can continue.

CLOSING. At the end of the letter, request an interview. Make it easy for the person to contact you; list one or two phone numbers (in bold print) and also include your email address. Use a standard complimentary closing, such as "Sincerely", leave three or four lines for your signature, and type your name.

Sincerely,

(Sign above your typed name)

Type your Name

KARIE A. RANDOLL
18329 71st Avenue, Vancouver, WA 98663
karieandoll@hotmail.com   360.221.2359

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August 16, 2016

Hiring Manager
Nautilus
17750 SE 6th Way
Vancouver, WA 98683

Dear Hiring Manager:

I am applying for the position of ***Accounting Assistant II*** which I recently saw advertised on your website. Nautilus is a company that is known for its commitment to quality and fitness; two qualities that are very important to me. This position description and the skills required closely match my current responsibilities in my part-time position in the accounting department at PriceMaster.

I recently completed the Associate in Arts Accounting Degree at Clark College. I am now available to work full-time and I am looking forward to putting my education into practice. I was on the President's List (top honor students) for each quarter I attended college. This degree along with my experience has prepared me well for the position you are seeking to fill.

My experience and qualifications include:

- Over three years general accounting experience (part-time)
- Three years of experience using computerized accounting systems including QuickBooks
- Expertise in understanding accounting principles
- Advanced proficiency in Microsoft Office
- 10 key by touch (10,100 KPH)

Nautilus is a company with an outstanding reputation and I would be thrilled to be a part of the team. Thank you for your consideration. I would appreciate an interview with you; please contact me at 360. 221.2359.

Sincerely,

Karie Randoll

Karie Randoll