

# ***GUIDELINES FOR WRITING A COVER LETTER***

## **Your Name**

Vancouver, WA 98684  
youremailname@gmail.com  
(360) 555-1235

---

Today's Date

(Contact's Name), Title  
Company Name  
Address and Street  
City, State and Zip

Dear \_\_\_\_\_:

*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. The kind of specific information that must be included in a letter means that each must be written individually. Each letter must also be typed with zero errors. 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. You capture the reader's attention initially 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.

**CLOSING.** At the end of the letter, make a promise to the hiring manager and demonstrate your value. You should also request an interview. Make it easy for the person to contact you; list one phone number (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**  
Vancouver, WA 98663  
[karieandoll@hotmail.com](mailto:karieandoll@hotmail.com) | 360.221.2359

---

October 30, 2020

Hiring Manager  
Nautilus Inc.  
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 Inc. 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 Randall*

Karie Randall

# HALIMA PERSONS

Portland, OR 97227 | (503) 999-5555 | persons@gmail.com

October 30, 2020

Shambra Feek  
NIKE, Inc.  
One Bowerman Drive  
Beaverton, OR 97005

Dear Shambra,

I am excited to express my interest in applying for the ***Program Manager-Transportation*** position with Nike's Supply Chain Team. I have dreamt of actualizing my passion to serve as an innovator and change agent within Nike's orange walls. I am confident that my education, competencies and professional experience have prepared me for this position.

I am currently enrolled at Clark College, where I will earn my Bachelors of Arts Degree in Business Administration. In my program, I am gaining valuable experience in leadership, finance and project management. My education experience has afforded me the opportunity to actively use problem solving and team building skills in real time. I utilize these skills as the lead in my current position as an Assistant Manager. I collect, evaluate and interpret complex sales data, and use the datasets to forecast business projections and develop strategies in an ever-changing market.

I keep a strong pulse on business operations and will dedicate the following qualifying skills to this position:

- Two years' experience creating, managing and executing deliverables
- Strong partnership development skills
- Achieve goals while working under pressure and strict timelines
- Demonstrate ability to analyze and accomplish complex initiatives
- Exhibit confident cross-cultural communication and leadership skills with emphasis on motivation and collaboration

Nike's goals and initiatives align with my professional philosophy. I would be thrilled to accompany your crew in its ongoing efforts to accomplish the strategic goals of the Supply Chain Team. Thank you for reviewing my materials. I would appreciate an interview for the ***Program Manager-Transportation*** position; please contact me at (503) 999-5555 or persons@gmail.com.

Sincerely,

*Halima Persons*

Halima Persons

## Boa Franklin

Vancouver, WA  
Franklin@gmail.com  
360.555.5555

---

October 30, 2020

Shannon Long  
FanWorks  
1234 N Flow Road  
San Diego, CA, 91945

Dear Shannon,

I am excited to express my interest in applying for the *Graphic Design Internship* at FanWorks. This internship would afford me the opportunity to produce new ideas and concepts alongside a creative team of graphic design professionals. As a Graphic Media Arts student at Clark College, I enjoy tying visuals and articles together to reflect current design trends. My coursework, campus involvement, and professional experience make me a well-qualified applicant for this position.

As outlined in the description, this internship requires an ability to take vague ideas from the Editor-in-Chief and turn them into reality. My experience collaborating with employers through the Graphic Design Club will be an asset if selected for the position.

My key qualifications include:

- **Coursework.** I have completed courses in 2D Art and Design, Creativity and Concept, Digital Painting and Illustration, and Web and Interface Design I&II. As a result, I am proficient in Adobe Creative Suite, WordPress and HTML.
- **Campus involvement.** For the past two years, I have been a member of the Graphic Design Club, a 13-person student led organization. In my team lead position, I encourage that we work together to create websites for local nonprofits.
- **Professional experience.** As an employee with Student Activities, I design marketing materials for on-campus events such as Fall Fest, Spring Carnival, and our annual concerts.

As I prepare for a career in graphic design, I am dedicated to gaining practical experience to complement my academics. View my portfolio by visiting [FranklinPortfolio.com](http://FranklinPortfolio.com). Thank you for your time and consideration. I would appreciate an interview for this position; please call me at 360.555.5555 or email me at [Franklin@gmail.com](mailto:Franklin@gmail.com)

Sincerely,

*Boa Franklin*  
**Boa Franklin**