COVER LETTERS

Always include a cover letter! A cover letter is used to introduce yourself and your resume. It is an opportunity to explain your interests and abilities and how they relate to the desired job. Focus on highlighting your best selling points, rather than repeating your whole resume. Search the internet for sample cover letters for various positions/situations.
Your header should be centered or right justified *to match your resume*. Use Arial or Times New Roman size 12 font. The page should be fairly balanced with equal white space on top and bottom.

Your Name

Your Street Address
Your City, State Zip Code
Your Phone Number (the one at which you will most often be reached)
Your Email address (make sure it's one you check frequently)

Date (Written out)

Name of Person (Hiring Manager/HR Lead/Etc)
Company Name
Company's Street Address
Company's City, State Zip Code

Dear Mr. / Ms. Name: / Dear Hiring Manager (if name is not known):

The first paragraph should discuss what position for which you are applying, how you heard about it, and why you are interested in it. (State personal connections if any (i.e. Know the manager; a current employee, etc). Mention why you want to work for this organization.
I learned of your posting for an Administrative Assistant with Organization/Company Name in the Career Services Center at Paradise Valley Community College. My research shows that Organization/Company Name is a growing company and needs dynamic employees who also want to learn and contribute to the business. If you are looking for a quick learner who thrives in a team-oriented, fast-paced environment, please consider me for the Administrative Assistant position.

The second paragraph explains how your experience and skills fit the position. (Be careful not to recite your entire resume)
During the last five years, I worked as an office manager for XYZ Company In this position, I improved office efficiency by investigating and selecting word processing equipment. I understand that your opening includes responsibilities for supervising and coordinating word processing procedures with your home office. I was able to reduce my company's operating costs over 30 percent by selecting the best equipment for our purposes.

The third paragraph wraps it up by stating, "re. I am a hard worker, resume enclosed", and thanking the person for their time and consideration.
I have enclosed a resume for your review. I look forward to hearing from you to schedule a convenient time to discuss possible employment opportunities. I welcome the opportunity to apply my skills and experience on behalf of your company. Thank you for your time and consideration.

Sincerely,

Your First and Last Name