

# COVERLETTER101

March 31, 2008



Resume Nation, LLC  
1308 Third Avenue  
Asbury Park, NJ

## d\_ EFINITION

By Nicole Newman

A cover letter allows you to explore employment possibilities through an inquiry letter when you are interested in working at an organization, but don't know if an opening exists.

You can target the organization's hiring needs by learning about tasks or positions for which you may be qualified. Also, visit the website and/ or call the organization to obtain information. The following bulleted lists are guidelines for writing letters:

- Learn the name and title of the person responsible for hiring in the department of interest; address your correspondence to that person.
- Convey that you are informed about the organization and knowledgeable about the job responsibilities.
- Describe how your qualifications meet the employer's hiring needs.
- Demonstrate your competence in communicating

a critical skill you would bring to the job.

- Refer in your opening sentences to a personal or professional contact who has directed you to the organization, if applicable.

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Also, don't forget to check [resumenationonline.net](http://resumenationonline.net), where you will find samples of tons of cover letters...good luck!

# FROM AD TO LETTER

## SAMPLE

By Nicole Newman

### Teaching Fellowship

Glendale Day School is a private elementary school with a wide reputation for educational excellence. Six teaching fellowships awarded annually are designed to help recent college graduates explore private school teaching.

Applications are invited from well-qualified college graduates who have an interest in teaching, are comfortable with elementary-aged children, and have tutored or taught previously. Submit a letter of interest, resume, and recent college transcript to Joan Lewis, Lower School Director, Glendale Day School, 85 W. 61st St., New York, NY 10004.

492 Dryden Road

New York, New York 14850

March 1, 2008

Ms. Joan Lewis  
Lower School Director  
Glendale Day School  
85 W. 61st Street  
New York, New York 10004

Dear Ms. Lewis:

I am writing in application for one of the six teaching fellowships awarded annually at Glendale Day School. As a native New Yorker, I am familiar with Glendale Day School's reputation for educational excellence; as an alumna of the Dalton School, I know the private elementary school environment firsthand.

For some time I have known that I wanted to pursue a career in teaching and have sought summer employment and volunteer activities with this goal in mind. While working at a day camp for three summers, I learned the patience and tolerance needed for working with children on a daily basis. At Asphalt Green Day Camp, I managed and led a group of thirty children in active learning projects, such as discovery hikes. These projects required the ability to maintain control of the group and to ensure their safety, while facilitating both their education and enjoyment.

I have also worked with young children on an individual basis. As a math tutor and as a mentor for troubled children, I have designed activities and lessons for individual youngsters coping with academic or emotional difficulties. Currently, I volunteer three hours a week in a first-grade classroom at a local elementary school, where I have gained experience working with children in a formal classroom environment.

Working with young children, whether one-on-one, in groups, or in the classroom, requires patience, energy, and dedication. I believe my paid and volunteer experiences, as described in my enclosed resume, have prepared me for the demands of a teaching fellowship. I would welcome the opportunity to discuss available positions with you and can travel to New York any Friday. I am arranging for my Cooper Union transcript to be sent to you and will contact you within a week to set up a meeting. If you would like to contact me sooner, you can reach me at (607) 277-4073 or e-mail me at [sgm14@cooperl.edu](mailto:sgm14@cooperl.edu). I look forward to speaking with you. Thank you for your time and consideration.

Very truly yours,

Susan G. Moore

Enclosure

### Comments:

Return address indicates where Susan is currently living.

Address letter to person with hiring responsibility, which may be indicated in the job announcement. If unclear, begin with "Dear Human Resources Director" or "Dear Sir or Madam."

Use person's full name if you don't know gender:

Letter opens by stating why she is writing. Identify position or type of work for which you are applying, how you learned of position, and why you're interested in working for the organization.

Draw reader in to ensure he or she reads the entire letter. Refer to any contact you've had with the organization, providing names of people with whom you have spoken. Indicate in the middle paragraphs that you understand position requirements and demonstrate you are a good match for the job.

Highlight and expand upon experiences, skills, and interests stated in your resume. Concrete examples help demonstrate how Susan's experience has prepared her to fulfill the requirements of the position.