

## COVER LETTER NOTES

### Content Format Guide: 4 Steps

#### 1. Contact Information

To begin, include both the employer's and your contact information. Your contact information should on you cover letter and resume should match.

#### 2. Introduction

##### a. *Find out to whom you're writing*

Avoid - “**Dear Sir or Madame?” or “To whom it may concern?”** You can easily avoid this problem by doing your research. Look through the company’s website, LinkedIn, or even give the company a call to ask for the hiring manager’s name. Even if you get it wrong, it still looks like you’ve made an effort.

##### b. *Introduce yourself*

In the first paragraph, **begin by telling the employer the position you are applying for and how you learned about the opportunity.**

The rest of this paragraph should briefly present basic info about yourself, including: degree, area of study/expertise, and your career goals in terms of how they align with the goals of the company.

#### 3. Sell Yourself

The second paragraph should respond directly to the job description written by the hiring manager. **Describe how your previous job experiences, skills, and abilities will allow you to meet the company’s needs.** To make that easier, you can (and should) literally include words and phrases from the job description in your cover letters.

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. In a third paragraph, explain how you can fit into that scheme, and help push the company forward and achieve any goals you suspect they may have.

#### 4. Conclusion

The final paragraph is called the “call to action.” Inform them that you’d love to get interviewed. Tell them that you’ll be in contact with them in a week if you don’t hear back. Thank them for spending the time to read your letter. Always close with Sincerely, skip 3 lines and type your name. When you print it out, place your signature above your name.

<https://resumegenius.com/cover-letters-the-how-to-guide>

<b>NAME</b>
Street Address
City, State, Zip Code
Area Code & Phone Number
Email address

Date
Hiring Managers Name

Street Address
City, State, Zip Code
Area Code & Phone Number
Email Address

Dear Hiring Managers Name,
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Intro ¶
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Respond to Job description ¶
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How you fit the scheme ¶
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Call to action ¶
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Sincerely,
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John Nickol, Jr.
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**NAME**  
Street Address  
City, State, Zip Code  
Area Code & Phone Number  
Email address

**OBJECTIVE** Decide on a job target or objective that can be stated in 5 or 6 words. More than this is fluff & employers don't have time for fluff.

**QUALIFICATIONS** Describe any relevant points not covered elsewhere in your resume that are related to the job you are seeking.  
Examples:  
Computer skills – Example → Microsoft Word and Excel  
Typing skills – Example → 40 WPM  
Foreign Language – Example → Speak conversational Spanish  
Etc.

**EXPERIENCE** Name(s) and location(s) of employers, listed in reverse chronological order. Include titles and positions held, major responsibilities and duties. Volunteer experiences may also be included here. (No more than 4)

**ACTIVITIES/AWARDS** Indicate community service activities, extracurricular activities and leadership positions. List dates involved. / List any honors, awards or scholarships received.

**EDUCATION** Name of institution, city, state and dates attended, listed in reverse chronological order. Include degree and major/minors (college).  
List graduation date. (Only use high school and college.)

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**LIMIT YOUR RESUME TO ONE PAGE**

# Reference List

Professional & Personal References: try to have three or four professional references and one or two personal references on your job reference page.

1. Professional reference: former supervisor, team leader, Human Resources manager, or co-worker.
2. Personal references: minister (priest or rabbi), non-profit leader, school counselor or instructor, or any respected person from your personal life (other than one of your family members).

Here are a few tips for asking someone to be on your reference list:

1. Ask each person you'd like on your job reference page if they are willing to put in a good word for you. Use references that can attest to characteristics needed for the job: character, integrity, work ethic, attitude, dependability, experience, team player, etc. If you have any question that they might not say something good about you, don't ask them to be a reference!
2. Check that the contact info you have for each person is correct and okay to give your prospective employers.
3. Make sure you send each of your references a copy of your current resume, explain what job you're applying for, and, if you can, include a copy of the job post.

Once you know who will be on your list, you're ready to put together your job reference page.

For each reference list the following:

1. Name
2. Title
3. Company
4. Street Address
5. City, State, Zip Code
6. Phone Number
  - Work phone
  - Home Phone – only if it's a personal reference & permission is granted
7. Relationship to you
8. Skills / projects of yours that this reference might discuss

Do not send references with your cover letter and resume unless specifically asked to do so. Bring copies with you to the interview.

<http://damngood.com/how-to-write-a-job-reference-page/>

## Application Notes

People who make hiring decisions often must read many applications in order to fill a position. **Applications that are not filled out correctly are often rejected.** To increase your chances of being considered, follow these basic guidelines.

- **Follow directions.** Be sure to read through the application completely before filling it out. Gauge how much space is allotted for each answer, and phrase your answers accordingly.
- **Fill out the application completely.** You may be required to fill out a job application on site, so be prepared to respond to all questions. If a section doesn't apply to you, enter **N/A** (not applicable) instead of leaving it blank. This shows the employer that you didn't overlook anything.
- **Be neat.** When filling out paper applications, your answers should be clearly written in blue or black ink, and most importantly, free of errors.
- **Be honest.** Surveys show that 90 percent of employers conduct some type of **background check** during the hiring process. If you give false information, it could cost you an important job offer—or worse, lead to termination if you get caught later. It's important that you tell the truth about **everything** on the application, including your employment history, education, and criminal background. Stretching the truth, even just a little bit, isn't worth the risk.

Fill out a job application using the guidelines above. Get an application from your current employer or the generic one that I have provided.

# Thank You Letter Sample and Help

After a job interview, a good thank you letter can keep the employer's attention on YOU as the likely person to hire. Here are a few key things to know about when and how to write your thank you letters.

## When to Write a Thank You Letter

Right after your job interview, write a thank you letter to the interviewer. Don't wait. Do it as soon as you get back to your computer after the interview. Ask a friend to proofread your letter and then send it to the interviewer — by the end of the SAME DAY as your job interview.

Again, don't wait to send your letter. A prompt thank you letter is much more effective than one that arrives one or two days later.

## Guideline for Writing a Thank You Letter

It's not hard to write a good thank you letter. Just follow these points and you check out the sample thank you letter below.

- 1. In the first paragraph,** thank the interviewer (or express your appreciation) for the chance to meet with her to discuss the job (use the term "meeting" rather than "interview" if it seems appropriate). Mention your positive impressions of the company.
- 2. In the second paragraph,** offer some new information or additional reason for the employer to be interested in you for that job — perhaps a "goodie" that you didn't mention in the interview. (You might even link this new information to a problem or opportunity the company is facing.) Repeat the job title you are applying for, and show more interest in it.
- 3. In the last paragraph,** let the employer know (graciously) that you expect to hear from them again and "plant" the idea in her mind of a phone call to you. Make it clear you're willing to come in and discuss the job further, if necessary.

Always close with Sincerely, skip 3 lines and type your name. When you print it out, place your signature above your name.

<http://damngood.com/thank-you-letter-sample-help/>