Cover Letter Writing

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Jane Smith
Director, Human Resources
Acme Company
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

First Impression

A cover letter is your first chance to make a good impression.

Format

Letter **Recipient**'s Name
Recipient's Title
Company Name
Company Address

Dear ....

Paragraphs

Sincerely,

Handwritten Signature

Your Name Typed
Your Address
City, State, Zip
Phone/email

First Paragraph : Introduction

State the following:

- The position applying for
- How you learned of the position
- Discuss why you are a good candidate for the position

First Paragraph : Tips

Explain what you can do for the employer

Be straightforward

Be confident in your abilities

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Be confident in your abilities

Examples:

Ex. I am the ideal candidate for this position…
Ex. I am a hard working, self-motivated individual…

First Paragraph : Tips

Avoid:

Ex. This position will allow me to move to (name of city).

Ex. The pay for this position is great.

Ex. I would like a simple job so I have time to do other things.

Body Paragraphs : Skills

State the following:

- Identify the skills that qualify you for the position
- Explain how you've earned the skills
- Show how these skills will help the employer

Body Paragraphs : Tips

Do

- Pick only a few (2 to 3) of the best skills related to the position

Don’t

- Copy your resume onto the cover letter
- Over-qualify yourself with too many skills
- List skills not related to the position

Final Paragraph : Get The Interview

State the following:

- Indicate that the resume or other materials are also attached.

- State that you will be contacting the employer for an update on the status of your application.

- Politely request an interview or state you will be available for an interview.

Conclusion

Thank the employer for their consideration and time spent reviewing your application

Overall Tips

- Reflect a positive attitude
- Keep the cover letter to one page
- Tailor your cover letter to the job
- PROOFREAD carefully!
- Keep sentences clear and simple
- Alternate sentence length to hold the reader’s interest

Overall Tips

Don't

- Weaken statements with "I feel" or "I believe"
- Use a generic cover letter for all employers
- Start every sentence with "I…"
- Announce weaknesses
- Include an autobiography