

COVER LETTER WRITING

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

PURPOSE OF A COVER LETTER

A cover letter is your introduction to an employer. In this letter, you should briefly describe your interest in a position and summarize your qualifications.

A FEW GUIDELINES

- ◆ Any time you mail your resume it should be accompanied by a cover letter.
- ◆ Always send your cover letter to a specific person, if at all possible. (Call the company or organization and ask to whom it should be addressed). Be as concise as possible.
- ◆ A separate letter should be written for each position for which you apply. Cover letters should be tailored for each position, just as you tailor your resume for each position.

SAMPLE COVER LETTER

922 Tiger Drive
Clemson, SC 29634

May 1, 2001

Mr. Tom Smith
Director of Human Resources
First National Bank of Clemson
2001 Tiger Boulevard
Clemson, SC 29633

Dear Mr. Smith:

Tell Mr. Smith why you are writing. If you are applying for a position, tell him how you learned about the position (through a personal contact, an advertisement, the company's web site, the Career Center, etc.).

In the second paragraph, describe your interest and knowledge of the company or organization, and show how you are qualified for the position. Elaborate on information in your resume, but do not repeat it. Be concise and give specific examples of your skills. For example, "As you can see from my resume, I have three years of experience in management".

In the final paragraph, ask for an interview. Ask Mr. Smith to call you at his earliest convenience, or say that you will call in one week to schedule a time to meet with him. Thank him for his time and consideration.

Sincerely,

(your signature here)

Fred Functional
Enclosure