

Cover Letter

Most employers prefer that a resume be mailed with a letter of introduction. This letter is called a cover letter. A cover letter should tell the employer which position you are interested in and why you are qualified for the position.

It should cover 1/3 to 2/3 of an 8-1/2" x 11" sheet of paper and should be on the same size, grade, and color of paper as your resume. It is best to use a personal computer, word processor, or typewriter to write your cover letter. Some information in your cover letter may also be on your resume; it is all right to have some overlapping information. Be sure your letter does not have spelling, grammatical, or punctuation errors. Have another person proofread it before you mail it.

Cover Letter Example

Ms. Judy David Store Manager
Michael's on the Mall
5678 Minor Street
Stevens Point, WI 54481

1234 Major Street
Stevens Point, WI 54481
(715) 555-4444
January 5, 2002

Dear Ms. David:

The position you listed on JobNet at your store in Stevens Point for an experienced Retail Salesperson is one I am very interested in and for which I am very well qualified.

For the past three years I have worked as a salesperson in retail stores in the area. I have opera computerized cash registers and automated inventory control systems. I bring experience in stoc shelves, reconciling inventory levels, marking merchandise, balancing cash registers and handlin customer comments and requests.

I enjoy providing friendly service to customers. My store manager once told me that my desire to customers kept them coming back. During one month, my sales totals set a company record.

I have enclosed my resume for your review. I am very interested in the position you have availab and look forward to meeting with you to further discuss my set of qualifications.

Sincerely, Tammy Farrell

Application Letter Example

Ms. Judy David Store Manager Michael's on the Mall
5678 Minor Street
Stevens Point, WI 54481

1234 Major Street
Stevens Point, WI 54481
(715) 555-4444
January 5, 2002

Dear Ms. David:

Please consider this letter my application for the Retail Salesperson position listed on JobNet in Stevens Point. I believe I am qualified for this position.

With over three years experience as a retail sales clerk, I have demonstrated my abilities to operate computerized cash registers, accurately monitor inventory levels, and provide quality, friendly service to customers.

In my most recent position, I set a new monthly sales record, surpassing all sales associates for any given month in company history. After one year, I was promoted to head sales associate. I really enjoy retail sales. I would appreciate an interview with you to further discuss my qualifications.

Sincerely,
Tammy Farrell