

Overview

A cover letter is used when you are responding to an announced opening or submitting your resume for consideration. A good letter will complement and concisely expand upon your resume, communicating your fit with the position and organization.

Tips

- **Research** the intended recipient thoroughly and understand the breath of what the organization does (e.g., products, services, and client base) before you begin writing.
- Keep your letter short, **no more than one page**.
- Prepare a specific letter for each employer. When possible, **address each employer by name and title**.

FIRST PARAGRAPH

- **Open your letter with a strong sentence**, encouraging the employer to keep reading.
- Indicate who you are and state the **reason for writing**, naming the position, company, and where you learned of the position.

BODY PARAGRAPH(S)

- Describe your strongest qualifications matching the job requirements and any unique skills and background that make you a perfect fit. Include specific **accomplishments** and **results** you have delivered to describe your skills and contributions, focusing on outcomes that will help solve the employer's problems.
- Be sure to demonstrate how you can **support the organization** rather than how you hope to benefit from the job.

FINAL PARAGRAPH

- State your next step—that you look forward to the opportunity to further discuss your qualifications, etc. **Thank them** and provide contact info.
- Check carefully for grammatical/typing errors. Have someone **proofread** before sending.

HEADING

Use the same heading from your resume.

SALUTATIONS

Dear Mr., Ms., Dr. OR
Hiring Manager
(avoid "To Whom It May Concern" or "Dear Sir/Madam")

FIRST PARAGRAPH

Indicate who you are and the reason for writing, naming the position, company & where you learned of the position.

BODY PARAGRAPH(S)

What can you offer the employer? Describe your strongest qualifications matching the job requirements and your unique skills & background that make you a perfect fit. Include specific accomplishments.

FINAL PARAGRAPH

State your next step: you look forward to the opportunity to further discuss your qualifications, etc. Thank them & provide contact info.

Mary Smith

(559) 123-4567 | mssmith@gmail.com | linkedin.com/in/marysmith | Fresno, CA

September 5, 2021

Ms. Maria Lopez
[Company/Institution Name]
[Address]
[City, State, Zip]

Dear Ms. Lopez:

This letter is to share my interest in the [job title] with [Company/Institution Name] as [posted/announced] on [where you heard of the position]. I am a [degree program] major at Fresno Pacific University graduating in [anticipated graduation month/year] and am passionate about [what are you passionate about as it relates to the position]. I share [Company/Institution Name] vision of [what is their vision]. As a [job title] for [Company/Institution Name], I [what you did in relation to the vision OR how you match their vision], which [how this aligns with their vision]. I feel this shared vision makes me a great fit for [Company/Institution Name].

My coursework has equipped me with the knowledge of [what classes have you taken/learned]. Additionally, as a [job title] for [Company/Institution Name], I have [job description/transferable skills as it relates to the position].

OR (stronger if you have more relevant experience)

I understand you are seeking a person with [list qualifications from job description that you possess] to fill this position. As a [job title] for [Company/Institution Name], I have [job description/transferable skills as it relates to the position]. Here are a few of my accomplishments while in that role:

- Accomplishment 1
- Accomplishment 2
- Accomplishment 3

Attached [are my application materials/resume]. I welcome the opportunity to meet with you to further discuss my qualifications. Feel free to contact me at [phone #] or [email] if you have any questions or would like to schedule a time to discuss my qualifications. Thank you in advance for your consideration.

Sincerely,

[Handwritten Signature]

Mary Smith

Sample

Anne Jones

(559) 123-4567 | Anne.Jones@gmail.com | [linkedin.com/in/JonesAnne/](https://www.linkedin.com/in/JonesAnne/) | Sacramento, CA

February 23, 2022

Miguel Herrera
Kings Canyon Unified School District
801 10th Street
Reedley, CA 93654

Dear Mr. Herrera:

This letter is to share my interest in the Physical Education Technician position with Kings Canyon Unified School District (KCUSD) as announced on Edjoin. I am a Physical Education Teaching major with a minor in coaching at Fresno Pacific University graduating in December 2022. My commitment is to deliver dynamic education and training programs that support students' development and enhance health education. I share KCUSD's mission of providing a broad spectrum of educational programs and co-curricular activities for all students so that they may attain their highest potential.

I understand you are seeking a professional with experience in Physical Education lesson planning and the implementation of Perception-Motor Program curriculum. I possess the ability to develop and implement lesson plans according to various students' developmental levels. Working with special needs students in elementary grade levels has honed my adaptability skills by adjusting lesson to students' different learning styles and needs.

As a Teacher Assistant, I worked with a diverse group of 28 kindergarten students in a summer program. I implemented activities from the Perception-Motor Program curriculum to provide students with meaningful experiences and develop fitness, balance, locomotion, hand-eye, gross motor, and language skills. Responsible for completing observations, assessing, and recording the progress of each student. Here are some of my accomplishments while in this role:

- Conducted parent training sessions on incorporating Perception Motor activities into to children's daily routines.
- Increased parent involvement in the implementation of the summer program.

Enclosed is my resume and application for the Physical Education Technician position. I'm looking forward to hearing from you soon to further discuss my qualifications with your team. I can be contacted at (559) 123-4567 or Anne.Jones@gmail.com. Thank you in advance for your consideration.

Sincerely,

[your signature goes here]

Anne Jones

Sample

Sunny Sunbird

(559) 777-0000 | sunnysunbird@gmail.com | [linkedin.com/in/sunny-sunbird](https://www.linkedin.com/in/sunny-sunbird) | Reedley, CA

February 23, 2022

Chris Johnston
Sierra Pacific Orthopedics
1630 East Herndon Avenue
Fresno, CA 93720

Dear Mr. Johnston:

This letter is to share my interest in the Physical Therapy Aide position with Sierra Pacific Orthopedic posted on the career's web page. I am a Kinesiology, Pre-Physical Therapy major at Fresno Pacific University graduating in May 2022 and am enthusiastic about helping patients regain the ability to handle daily tasks after an injury or surgery. The vision of Sierra Pacific Orthopedics of having the best trained team of doctors and assistants to provide a comprehensive care to all patients is what I highly value.

My coursework has equipped me with knowledge of physiology exercise and biomechanics. In these courses I learned about the concepts and applications to the prevention of diseases due to lack of exercise, injuries, or surgeries. My studies focused on the principals of musculoskeletal structure and function relevant to the process of regaining movement.

I understand you are seeking a Physical Therapist Aide skilled at making observations and reporting patients' behavior and performance according to their care plans. As an Athletic Trainer intern, I assisted the high school Sports Medicine team, where I gained experience in making observations and recording notes about athletes' performance. Additionally, I assisted in the education of injury prevention for all student athletes. Here are some of my accomplishments while in that role:

- St. Francis High School Program 2021- Awarded 3rd place based on knowledge in the specialized field of Sports Medicine/Athletic Training.
- Presentation to 20 new athletes on exercise warmups and conditioning as a form of injury prevention.

Attached is my resume, letters of recommendation and application for this position. I welcome the opportunity to meet with you and your team to further discuss my qualifications. I can be contacted at (559) 777-0000 or sunnysunbird@gmail.com if you have any questions or would like to schedule a time to discuss my candidacy. Thank you in advance for your consideration.

Respectfully,

[your signature goes here]

Sunny Sunbird