# HOW TO CREATE A WINNING COVER LETTER

EVERY resume you send out should be accompanied by a Cover Letter. While there is much debate about the usefulness of a cover letter, it can make the DIFFERENCE in your application.

## PURPOSE
- Sales Tool/Sparks Interest
- Serves as a Writing Sample
- Shows a Skills Match

## FORMAT
- One Page, 3-5 Paragraphs
- Font Size 10 or 12
- Address a specific person

## OPENING PARAGRAPH
- Specify job/how you found it
- Describe interest in company

## BODY OF LETTER
- Highlight key skills
- Use three specific examples
- Bullet statements work best

## CLOSING
- Restate contact information
- Indicate interest in position
- Ask for interview/Thank You

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I was able to say to prospective employers, ‘I haven’t been sitting at home, I’ve been working to improve my skills and I have the computer skills [you] need.’

-Brian Pitts, Byte Back Graduate
April 9, 2015

ABC Company
Attn: Mary Smith, Director of Programs
555 Monroe Street NE
Washington, DC 55555

Dear Ms. Smith,

I am responding to your advertisement regarding the administrative assistant position advertised on your website. I feel I am an applicant who has significant experience and demonstrated success to succeed in this role. Upon researching your organization, I know that you are an innovative leader in the technology sector and I look forward to the opportunity to help you achieve your goals. Like your organization, quality and accuracy are hallmarks of my professional work ethic.

The following highlights a few of my qualifications:

• Excellent communication skills: Demonstrated ways to utilize company products resulting in improved customer satisfaction
• Attention to detail: Consistently drafted and edited documents ahead of deadlines
• Exceptional interpersonal relations: Possess diverse skills in multi-tasking and understanding of how to work on a team and effectively manage internal and external clients

I truly believe in your mission and I hope you will consider me for this position. I look forward to discussing this position in further detail with you should I be a good fit. In the meantime, feel free to contact me at (202) 555-5555 should you have any questions.

Sincerely,

Jamie Jobseeker
Enc: resume