



Cover Letter Writing Tips

A cover letter is often your earliest contact with a potential employer, creating a critical first impression. Its purpose is to tell the hiring manager what position you are applying for and why the employer should select you for an interview. In your cover letter, it's important to express a high level of interest and knowledge about the position, and be specific about your qualifications as they relate to it.

Your cover letter should be designed specifically for each position you seek. Do not design a form letter and send the same letter to every potential employer. You also need to consider how you will submit the cover letter. Will it be emailed, hand delivered, submitted with an online application, or delivered in person? Make sure to sign letters that are printed and not emailed.

Formatting Your Letter

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you saw the listing.

Middle Paragraphs

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your qualifications and the position requirements. Mention specifically how your skills and experience match the job you are applying for. Use several shorter paragraphs or a bulleted list of your qualifications rather than one large block of text.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how they can contact you to schedule an interview or attain further information on your skills and availability.



SAMPLE COVER LETTER

Casa Cruz Cafe
1234 Main Street
Santa Cruz, CA 95831

Dear Hiring Manager,

I would like to express my interest in a Cook position at Cruz Cafe. I am available for immediate hire and have a valid California Food Handler Certification. Upon review of the attached resume, you will note I have training and experience in culinary arts.

My participation in culinary classes required that I maintain focus and a positive attitude while juggling multiple tasks in a chaotic work environment. As a Dishwasher for a catering company, I quickly realized the sense of hustle and stamina required to work in a food establishment. My time as a Grocery Clerk during rush hour at nearby schools demanded quick transactions with helpful service, and attention to detail when maintaining merchandise. Volunteering in the food pantry at Gray Bears has helped me develop the organizational skill needed to prepare, package, and deliver food to local families in need.

Thank you for taking the time to consider me for your team. If you have questions or need further insight on my skills or availability, feel free to call me at (831) 234-5678. I look forward to the opportunity to learn more about your restaurant, and discuss how my skills can assist your crew in achieving its goals.

Best regards,

Jennifer Lopez

Jennifer Lopez

