



Maricopa County Human Services Department

News Release

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FOR IMMEDIATE RELEASE

WHAT DO YOU INCLUDE IN YOUR COVER LETTER?

While perusing the classified section of the newspaper you stumble upon a position that aligns perfectly with your skills. You grab a copy of your resume and then hesitate wondering whether or not to attach a cover letter. If you've ever found yourself in this position, here's the answer to your question – yes, a cover letter should always accompany your resume when applying for a job. A cover letter does not need to be a dissertation; however, it should cover these areas:

Introduction. At the beginning of your cover letter, you should tell the employer which position you are applying for and how you learned about the position. Often times employers track the advertising methods they are using to attract new applicants. Your feedback will be beneficial to them. If you learned about the position from a friend, it is appropriate to mention their name in this section.

Convince the employer to read further. This is your opportunity to tell the employer more about your experience, skills, education, personality and communication skills. Remember the cover letter should compliment your resume, not duplicate it. Make sure you provide the employer with new and relevant information on why you'd be a valuable asset to their organization.

Closing. Reiterate your interest in the position and inform the employer that you welcome the opportunity to discuss the position further. This is also a good place to provide the employer with information on your date of availability. If you're planning on following up with a phone call or e-mail, mention it in your closing and remember to follow through.

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