621 E. Broadway Street Laurinburg, NC 28352 February 15, 20\_\_\_

Ms. Wilma Johnson Director or Human Resources Kimbel Industries 1263 Cottage Landing Road Wilmington, NC 28405

Dear Ms. Johnson,

**First Paragraph**. Tell the employer why you are writing, specify the position or type of work for which you are interested and how you found out about the opening or the organization. This is a place to mention a connection.

Second Paragraph. Inform the employer why you are interested in the position, the company, and its products or services, and indicate what you can do for the employer. Mention any specific training or relevant experience you have without restating what you listed on your resume. Briefly provide one or two specific examples that demonstrate how you are qualified for the position and if you've had some practical works experience, explain specific achievements or qualifications. Indicate that you can do for the organization and not about what the organization can offer you.

**Third Paragraph**. Guide the employer's attention to your enclosed resume or employment application that summarizes your qualifications, training, and experiences. Show initiative by providing details of how you plan to follow up and provide your contact information. Thank the employer for their consideration and time.

Sincerely,

Your Typed Name

Cover Letter Tips
<ul> <li>Always enclose a cover letter when you submit</li> </ul>
your resume
<ul> <li>Your Cover Letter should be brief-no more than 1</li> </ul>
page in length
<ul> <li>Cover Letters should be individually created for</li> </ul>
each job that you're applying for
<ul> <li>Proofread your letter carefully for typos and</li> </ul>
grammatical errors
Have the career center or a faculty member
review your documents
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