

123 Page Street
Huntington, WV 25700

Mr. Perry Audikel, Mgr.
The Book Nook
1234 High Street
Akron, OH 45000

September 2, 2006

Dear Mr. Audikel:

I am applying for the Assistant Manager position that you advertised with Marshall University's Career Center on December 7, 2006. I was pleased to see that the requirements and experiences you seek exactly match mine. I have enclosed my resume.

I will graduate from Marshall University with a B.A. in Management this August, 2006. I worked my way through school with jobs at the college bookstore and the Cabell County Library here in Huntington, WV. I am currently in charge of reconciling book shipments at the library and training new student assistants at the bookstore.

I am familiar with The Book Nook, as I have spent many summer afternoons there when visiting my grandmother. I still remember the summer when you were noted in the Beacon Journal for the Akron Entrepreneur of the Year Award. With my experiences and familiarity with your store, I believe I am a perfect match for your Assistant Manager position.

Can we get together at your earliest convenience to discuss what I can contribute to our business? I plan to be in the Akron area in October, should that fit your schedule. You may contact me at (304) 555-1234 or at my address above. I will call you next week before I leave Huntington if I don't hear from you by then. Thank you for your consideration. I look forward to talking with you and visiting The Book Nook again.

Sincerely

W. âà gÉÁxá

Dusty Tomes

Enclosure

Tips & Observations

- Keep your letter to three or four paragraphs. The first should get to the point. What's your purpose for writing? What's the position? What/Who is your source?
- The second paragraph should emphasize your strongest qualifications that match the job requirements. You can make reference to your enclosed resume. Don't rehash it.
- Use the third paragraph to reveal what you know about the company, i.e. your research information.
- The last paragraph should indicate your action plan. Request an interview and indicate you will follow up.
- You should:
 - write your own correspondence.
 - address letters to specific individuals, along with their titles.
 - use high-quality paper and envelopes that match the resume.
 - keep the letter to one page.
 - Avoid extraneous words and rehashing your resume.
 - produce error-free, clean letters.
 - tailor your letters to each situation/job.
 - show appreciation to the employer.
 - make your letters easy-to-read and attractive.
 - be honest and able to back up your claims with examples.
- Place the most important items first, supported by facts.
- Keep the letters personal, warm and professional. However, do remember that business letters are formal, not informal, documents.
- Say what you mean directly without a lot of verbiage or redundancy.
- Write clearly and simply. Be positive in content, tone, and word choice.

Located on the South-West corner of Fifth Avenue and 17th Street, the Career Services Center is staffed with Career Coaches who will help you with this information and other related job search skills. Call (304) 696-2370 for an appointment.



One John Marshall Drive ~ Huntington, West Virginia 25755-3102 ~ (304) 696-2370 ~ career-services@marshall.edu ~ www.marshall.edu/career-services

The Career Services Center - Marshall University

Cover Letters