ENGLISH BELL *online*

How to Write A Cover Letter

1. Research the company and the specifics about the position so you can tailor your letter to the needs of the organization.

2. Avoid using too many sentences that start with "I" or writing in the passive voice (ex. "This experience enabled me to..." or "Through my internship, I was responsible for..."); instead, make yourself the subject of each sentence and use active descriptions (ex., "In this internship, I demonstrated sound judgment and problem-solving skills on a daily basis.").

3. Do not use contractions (I'd, didn't, it's).

4. Spelling, grammar, or punctuation mistakes are out of the question! Cover letters are a reflection of your writing skills, so make each cover letter an example of your best work.

5. Be sure to sign your letters. (Black ink is suggested)

6. Keep your letter short and simple. This is not the time to tell your whole life's story.

7. Use good quality paper that matches your resume paper and envelopes.
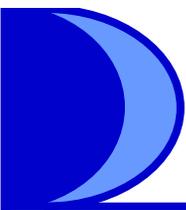
Sample of A Cover Letter

June 22, 2009

Mr. Carlito Agbing
President, Template
Division TIGALATIK
Corporation
BEZ Mariveles, Bataan
lagbing@tigalatik.com

Dear Mr. Agbing:

I learned of TIGALATIK Corporation through the **Phil Jobnet**, a Job Search/Job Matching facility which aims to fast-track jobseekers search for jobs and employers search for manpower. From my research on your web site, I believe there would be a good fit between my skills and interests and your needs.

As a graduate student, I am one of six members on a software development team where we are writing computer aided design program. My responsibilities include designing ,coding, and testing of a portion of the program which requires the use of a computer software for graphics input and output. I have a strong background in computer software in computer aided design, software development, and engineering, and I believe that these skills would benefit the designing and manufacturing aspects of Template software. Enclosed is my resume which further outlines my qualifications. Thank you for your consideration.

Sincerely yours,

Mark Anthony Velasco