

## SAMPLE COVER LETTER / EMAIL CORRESPONDENCE WITH POTENTIAL EMPLOYERS

A cover letter is a document that accompanies a resume when one communicates with a potential employer. While a resume summarizes education and experience, a cover letter highlights interest in the specific position, how/why one is qualified, and how one can be reached for additional information. Every resume should include a cover letter, even if it's pasted in the body of an email.

In each of the examples the same information is conveyed in two different ways. Example 1 is appropriate for an advertised position. Example 2 is appropriate for a company/person to which you have been referred but may not be aware of a specific job. It is appropriate to *tailor* your resume and cover letter without completely changing the content.

### EXAMPLE 1 (APPROPRIATE FOR ADVERTISED POSITIONS)

Dear Mr. Daniel:

Please accept the attached resume as an expression of my interest in the Wellness Coordinator position at Michael Daniel Engineering Consultants that was posted in the Columbus Dispatch on April 13, 2008. My education and experience are an excellent fit with this position.

Your position description requested that a qualified applicant have experience with corporate health promotion and program planning. My undergraduate degree in Health Sciences from The Ohio State University prepared me for such a position. Additionally, I successfully implemented an incentive program in my internship experience with Lee Corporate Health in Cincinnati during the Summer of 2007.

Please contact me to discuss this opportunity and my qualifications in more detail by telephone at 614-555-1234 or by email at [buckinut@nothing.com](mailto:buckinut@nothing.com).

Kind Regards,

*Anne Lee*

Anne Lee

### EXAMPLE 2 (APPROPRIATE FOR UNADVERTISED POSITIONS)

Dear Mr. Daniel:

Brutus Buckeye at The Ohio State University suggested I contact you about corporate health related positions available within your company, Michael Daniel Engineering Consultants. Mr. Buckeye spoke very highly of your company and your commitment to employee health. My undergraduate degree in Health Sciences is an excellent fit for such positions and would be beneficial to your company due to the growing interest in this exciting area.

Attached is my resume detailing my education and experience. My experience of successfully implementing an incentive program in my internship experience with Lee Corporate Health in Cincinnati during the Summer of 2007 would be an asset to your organization.

Please contact me to discuss this opportunity and my qualifications in more detail by telephone at 614-555-1234 or by email at [buckinut@nothing.com](mailto:buckinut@nothing.com).

Kind Regards,

*Anne Lee*

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