

Cover letters are:

One page

Written in a professional and formal manner

Block paragraph format

Specifically targeted to the company and position desired

Header should be the same as the header on your resume.

Personalized LinkedIn URL

DAVID L. THOMPSON

<https://www.linkedin.com/in/davidthompson>

509.332.3333

david@email.com

November 1, 2015

Mr. Arthur Kiefer, Vice President  
Any Company  
123 Maryland Parkway  
Spokane, WA 12345

Company Info should include:  
A specific contact name  
Company  
Mailing Address

First Paragraph:  
Why are you writing?

Name the position/ job title

How you found out about this position

Perhaps, briefly note why you want to work there

Addressed to a specific person if at all possible.

Dear Mr. Kiefer:

I am excited to hear about the Financial Planning position at Any Company that is listed on website. I am enclosing my resume, which outlines my educational background and work experience in detail. My skills match the qualifications you are seeking and the position relates to my career aspirations in the financial industry.

Middle Paragraph(s):  
**Specifically** match the qualifications of the position.

Give **PROOF** using detailed examples of work, volunteerism, or educational experiences.

As an intern for ABC Financial, I gained a considerable amount of knowledge and experience in financial planning. I was exposed to financial planning tools such as budgeting spreadsheets, accounting and payroll software, and the EZ Finance application for tablets and phones. Additionally, I met with clients to discuss their personal financial goals and objectives. I also obtained my Series 7 license which allows me to be a productive part of your team immediately. Furthermore, I attended many training sessions and learned effective sales and customer service techniques that are important to a professional in this field. Throughout my seven years of work experience, my supervisors and coworkers have often commented on my dedication and hard work.

In college, I was actively involved in the Finance Club for two years. My senior year, I acted as the treasurer where I was responsible for collecting dues and any accounts payable or receivable. I was also a member of the professional business fraternity, Delta Sigma Pi, where I hosted guest speakers, organized special events, and conducted four community service activities. These experiences strengthened my leadership, time management, and communication skills. I pride myself on being a true team player by scheduling frequent meetings with coworkers and supervisors to assess where I could be putting more of my strengths into action. Additionally, I also possess the ability to work effectively on an individual basis.

Last Paragraph:  
Concluding statement summarizing why they should consider YOU

I look forward to meeting with you to further discuss my skills and qualifications. The best ways to contact me are by phone at (509) 332-3333 or by email at david@email.com. Thank you for your time and consideration.

Thank the reader

Sincerely,

{Signature}

Print and sign your name (leave extra space on typed document for this)

David Thompson

Reiterate contact information

Type name below the space left for your signature.