

# How to Write a Cover Letter

## Job McJobseeker

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Fort Collins, CO 80526  
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970-234-5678

January 9, 20XX

Bob LeBoss  
Regional Manager  
APlus Agricultural Company  
777 Main Street  
Denver CO, 80231

Dear Mr LeBoss,

I am writing in regards to the Junior Sales position in the nutritional supplement department at APlus Agriculture Company that was listed on Colorado State University career center online job board. I am impressed with the broad range of services offered by your company including nutritional supplements for livestock and ecologically friendly fertilizer and pest management products. I have personal experience using the APlus line of bovine supplements and am excited about the prospect of working for such a trusted company with a record of proven results.

I have earned a Bachelor of Science in Animal Sciences from Colorado State University with an emphasis on animal welfare and nutrition, completing research projects that include the study of the effects of different grain diets on ruminant animal digestive systems, as well as research on the effects of dietary changes on meat quality in broiler chickens. This has given me the confidence to discuss nutritional needs with producers.

In addition to research and educational endeavors I have worked for the last three years at ABC dairy, working my way up from farm hand to shift manager with duties that ranged from milking cows to assessing cow and calf health and adjusting diets, developing a supplement regimen and administering medications as needed. I also worked to develop customer relations by building outside sales with new customers, increasing sales by 30% over nine months, and working with nutritional supplement vendors to develop a bulk purchasing system that decreased costs by 15%.

I am very interested in the Junior Sales position at APlus Agriculture, and feel that my skills would be an asset in the job. I am available for interviewing at your convenience. Please feel free to contact me by phone at 970-234-5678 or by email at job\_mcjobseeker@gmail.com. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

*Job McJobseeker*

Job McJobseeker

Enclosed: resume, cover letter, references

Formatting tips: Use 10-12 pt black font, match to resume. Single Spaced. Don't indent Paragraphs. .5" to 1" margins. Keep it to one page.

Don't forget to spell check! ✓

This is your contact information. Make sure it matches what's on your resume

The company contact information. Try to get an actual name to personalize the letter as a finishing touch. If you don't have a name put "Dear hiring manager or Dear search committee. DO NOT put "to whom it may concern"

Intro Paragraph: Always include the job you're applying for, where you heard about the job (if you were referred by someone always put their name) you can also add something about why you're drawn to the company

Body paragraph(s): This is where you take skills that they're looking for in the job description, match them with skills you have and elaborate. Try to come up with 3-5 examples that really exemplify skills you have that they're looking for, don't just copy/paste things from your resume. Why are you a good match? What do you bring that no one else can? ALWAYS customize this to EACH JOB.

Concluding paragraph: Show enthusiasm for further contact, restate the position that you're applying for and put the best contact method to reach you at

Signature: You can sign your name several ways. By hand, sign a copy and scan it back in, create a signature JPG or use a font that looks like handwriting. Type your name underneath and tell them what application materials are enclosed

