

How to write a *Cover Letter*

▷ Copy and paste the resume header.

▷ Include the date. Full month and year.

▷ Include the address of the company. If you know the name of the hiring manager, be sure to add this at the top.

▷ Address the letter to a person. Don't know the name? LEAVE THIS LINE BLANK. (Note: NOT "to whom it may concern", etc.)

PART I: Why THIS Job?

▷ Who are you?

▷ Why are you qualified and/or interested in this position?

▷ What specifically interests you about working for this company?

Part II: Why ME?

▷ Why are you the most qualified person for this position?

▷ What specific experience do you have to prove this?

▷ What skills will you bring to this position and where/how did you learn them?

PART III: Conclusion

▷ Ask for the next step (usually an interview)

▷ Say thank you.

Sally Jones

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December 14, 2013

Gerald Brown, Director of Human Resources
Microsoft
100 Lone Tree Road
Fargo, ND 58103

Dear Dr. Brown:

I am writing this letter to express my interest in the Accounting Intern position. From the position description on your website, **I noticed you are looking for an accounting major, but also someone who understands multiple software programs. As an accounting major and a computer science minor at Minnesota State University Moorhead (MSUM), I feel I have the ideal background and experience for the position.** I am especially interested in working for Microsoft because I know the Fargo campus is a leader in the country when it comes to accounting software and programs.

For the last two years I have worked two part time positions while attending MSUM as a full time student. I work at MSUM in the IT department, providing technical support on Microsoft Office software; I also work at the MSUM Business office where I process faculty travel requests and receipts for over 100 employees in 12 academic departments. I frequently interact with students, staff and faculty to troubleshoot programs professionals use on a daily basis. **In the summer of 2012 I had the exciting opportunity of combining my knowledge of accounting and technical savvy when I worked on a team to help the MSUM Business office reduce a complex multi-signature travel accountability system with 14 steps to a 3-step paperless system using ImageNow software.**

I welcome the opportunity to meet with you in person and discuss my qualifications in an interview. Thank you for your time and consideration.

Sincerely,

Sally Jones

Sally Jones

If you will send a paper cover letter, sign your name; if the letter will be sent electronically, just leave a few blank lines.