

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

STACY A. SWANSON

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Richland, WA 99352

November 1, 2019

Mr. Arthur Kiefer, Vice President
Any Company
123 Maryland Parkway
Kennewick, WA 99336

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

Dear Mr. Kiefer:

I am excited to hear about the Financial Planning position at Any Company that is listed on your 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.

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 the EZ Finance application for tablets and phones. Additionally, I met with clients and discussed their personal financial goals and objectives. I also obtained my Series 7 license which allows me to be part of your team immediately. Furthermore, I attended many training sessions and learned sales and customer service techniques that are important to a professional in this field. In my two years of work experience, my supervisors and coworkers have often commented on my hard work.

Middle Paragraph(s):

- Specifically match the qualifications of the position
- Give PROOF using detailed examples of work, volunteerism, or educational experiences

I was actively involved in the Finance Club for two years. My senior year, I acted as the treasurer and was responsible for collecting dues and any accounts payable or receivable. I was a member of the professional business fraternity, Delta Sigma Pi, where I hosted guest speakers, planned 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 should be putting more of my strengths into action. Additionally, I also possess the ability to work effectively on an individual basis.

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

Sincerely,

{Signature}

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

Stacy Swanson

Type name below the space left for your signature

Last Paragraph:

- Concluding statement summarizing why they should consider you
- Thank the reader
- Reiterate contact information