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How Beneficial is a Sample Cover Letter ?

By Roger Clark

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You can benefit from sample cover letters as they can help you learn about the constructs of a high quality cover letter.

However, there are some dangers in doing this ...

If you have been sending out tons of resumes and cover letters and are not getting interviews you are probably wondering why. After all, you have the requisite education and work experience required in the job posting.

You are sending in both a resume and cover letter as requested, so why aren't you getting any calls for interviews?

The answer to this probably lies in the type of cover letter you are sending. A lot of job seekers believe it is quite acceptable to copy and paste a sample cover letter and insert their name.

There are certainly innumerable sites on the internet that can provide you with a cover letter example; however there are a few things you should consider before you simply cut and paste a sample letter and make it your own.

The Purpose of the Sample Cover Letter

The purpose of a successful cover letter is to make the employer want to know more about you, to feel the need to meet you in person and discuss the job opening, to get you an interview!

A sample cover letter is really only meant to provide you with the inspiration to create your own. A cut and pasted sample resume cover letter will not highlight your unique skills and experience.

In fact, a sample cover letter simply inserted with your name and address can have the appearance of a 'canned' letter. Prospective employers can spot a cut and pasted cover letter and it often ends up in

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the trash instead of the 'call for an interview' stack.

What a Sample Cover Letter Can't Do

You do not have much opportunity to give any hints of your personality in a resume; after all it's just a recitation of your education and work experience. In today's competitive job market, many people share similar certifications and occupational backgrounds; what sets them apart is their work ethic, personality, and yes; even passion for the job!

Prior to the interview, your unique qualities can only come through in the cover letter. A generic sample cover letter just isn't going to give the employer an idea of what sets you apart from the hundreds of other job applicants vying for the same job.

Sending out multiple copies of the same tired cover letter gives the impression that you are lazy and are saturating the job market with the same sample cover letter. What employer wants an employee who is lazy and doesn't have an original thought in their head? Not many.

The Benefits of a Sample Cover Letter

But what if I'm not a creative type of person? That's fine. Not everyone is. We all have our strengths and weaknesses and there are some benefits to using a resume cover letter example.

Using a sample cover letter can give you a foundation to create your own; insuring you stay focused on the task at hand.

However, the wording should be your own. A sample cover letter gives you the correct recipe; it's up to you to add the ingredients. If you feel as though you truly need a template use the following hints:

- Address your letter to a real, live individual. Avoid the trap of the "Dear Sir/Madam" that is so common in many sample cover letters.
- Specifically state how you found out about the job or who referred you. This will help to liven it up.
- Mention something unique about the company you hope to employ you. Don't use canned wording like 'your successful track record'.

More Resume Cover Letter Examples

There are several websites dedicated to career related issues which can help you build an impressive cover letter. They also provide sample cover letters and examples of other letters related to the job search process.

Roger Clark (BSc) has over 25 years experience in career development & recruitment at a senior level.

The Cover Letter made easy

By Liana Metal

The Cover Letter made easy by Liana Metal

THE COVER LETTER

made easy!

You have completed your ms , and now what?

You may ask yourself:

How can I submit it to publishers?

How can I present it?

Here comes the cover letter.

What is a cover letter?

It is a letter that goes with your work. You can't send your work alone. You need to say something about it and about yourself in the cover letter.

This letter is very important as it is this document that will persuade prospective editors/publishers to read your work.

It is not difficult to write a cover letter, but you should be careful not to omit any essential info. If you don't do it right, you can't expect success.

I will help you do it right. If I can write a cover letter, you can do it, too. It's easy .

Let's get started!

·First write your name , address and contact number/e-mail on the right side of an A4 sheet.

·Next, write the editor/publisher's name and address on the left side , below your personal info.

·Write the date on the right side.

·Start with : Dear Mr/Ms -name of publisher

It's better to write the name of the publisher if you know it. If you don't, start with: Dear Sir/Madam

·Keep in mind that the letter is formal. Don't use any contractions such as I'm or it's.

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·Now you can add the first paragraph. It goes like this:

`I enclose the synopsis of my book/article and I wonder if you would be interested in it.'

·Now give the publisher sufficient info about your book/article. Tell him in 1–2 lines the content of your book/article.

e.g. Let us suppose you've written a book about Turtles.

You can write:

TURTLES is about keeping and caring for turtle pets indoors.

Now you should tell him why the people are going to read such a book, and who is going to buy it.

e.g. TURTLES is a pet book that would interest children from 8–16 years old, and all pet lovers as well. This book is original because it is written with children at that age in mind , and it is practical and easy to read.

·You must convince the publisher that you are qualified to write on the subject.

e.g. ` This book is based on my own experience in turtle breeding. Or ` I have worked in a pet shop for two years...' . You can add any experience you've had on this subject. Ask yourself:

Any other experience relevant?

Any studies?

Any research?

·Be brief and informative. One page of an A4 sheet is enough.

·Now, if you wish, mention in your letter that you also enclose a sample chapter of your book.

e.g `I also enclose a list of chapters and a sample chapter for you to read.'

The cover letter usually goes with a synopsis, a sample

chapter and a list of chapters.

This is the complete proposal package and I always do so myself. However, you can send a cover letter and a synopsis only, but be prepared to have a sample chapter ready whenever you are asked to by a publisher to submit it.

It usually takes a lot of time before you get a reply, so you may as well send the whole package to save

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time.

·State that you enclose a s.a.e (a second envelope that is stamped and addressed to yourself). They are not going to reply if you don't enclose this.

·Close the letter. Be polite.

e.g. ` Thank you for your time.

I look forward to hearing from you at your earliest

convenience.

Yours sincerely

Your full name

Your e-mail address

·If you wish to use the internet to submit your work, follow the same procedure—of course there's no need for a s.a.e.

Before you submit any work ,read the regulations thoroughly . Some publishers do not accept sample work via e-mail!

Now, you are ready to write your own cover letter.

GOOD LUCK!

The above article is included in Liana's book titled: Writing Basics, which is a book for new writers. View it at www.ebookad.com

Contact the author at: liamet900@hotmail.com

Liana Metal has been writing fiction and non fiction for many years , and she is currently creating e books. Visit her at <http://lianametal.tripod.com> and become a contributor.

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