

Wile E. Coyote  
1234 Main Street  
Sioux City, Iowa 51102  
712.555.1212  
wileecoyote@somedomain.com

- Make sure your contact information is current.
- Use an email address that shows professionalism (nothing like sexkitten@somedomain.com).
- Make sure your voicemail message sounds professional.

January 14, 2013

Jane Smith  
Human Resources Manager  
Acme Resources  
4112 Hummingbird Way  
Sioux City, Iowa 51108

Double-check the spelling for the name and title of the person receiving applications as well as the address. This may not be the same person listed on the job posting.

Dear Ms. Smith:

I am interested in the Product Tester position advertised on the Western Iowa Tech Community College job board. My resume is enclosed for your review. Given my many years of related experience and capabilities in this field, I would appreciate your consideration. My skills are an ideal match for this position.

Being capable of field-testing a wide variety of products, having the ability to successfully troubleshoot product failure, having worked under stressful conditions and tight deadlines, possessing excellent follow-through skills and enjoying a challenge are qualities making me an excellent candidate for this position. In addition, I am self-motivated and work well on my own or with a team.

I appreciate your time in reviewing my resume. Thank you for your consideration.

Sincerely,

*Wile E. Coyote*

Wile E. Coyote

- Personally sign your cover letter to give it a personal touch.
- Avoid starting sentences with "I" whenever possible.
- Focus on the positive.

- Be consistent between your resume and cover letter (same fonts, colors, paper, margins, etc).
- Use consistent margins, 3/4" to 1" is standard.
- Choose a basic font such as Times New Roman or Arial/Helvetica at 12 point.
- Stick with standard black type.
- Use a nice white, gray, beige or ivory paper and matching envelope. Avoid bright colors.
- Have someone proofread your letter and resume before sending it out.

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