

Writing a Cover Letter to Accompany Your Resumé

Cover letters are usually optional when applying for Federal positions, however one may be required if stated in the job announcement. The cover letter can add value to the application package, if written effectively. It should highlight strengths and specific accomplishments that demonstrate your skills and helps you stand out from other candidates. Customize your cover letter to each position and include the job title and announcement number. Your cover letter shouldn't be more than one page, so make it count. The following is guidance on what to consider when creating your cover letter.

Format:

Your cover letter should be formatted like a professional business letter. The font should match the font you used on your resumé and should be concise, yet detailed and easy to read. Use a basic font type and 12 points, as with the resumé.

Your Cover Letter Should Include the Following:

- *Greeting:* Address your cover letter to the proper person (if you know the name) and include her or his address. If you don't know the hiring manager's name, you may use, "Dear Hiring Manager" or something similar.
- *Opening:* This should be immediately appealing to the reader; after all, you're selling yourself. Begin with a personable, inviting opening paragraph that speaks to how your skills are a perfect fit to the position and organization.
- *Body:* Highlight your job-related accomplishments and skills.
- *Closing:* End the letter by making it clear that you would like to be interviewed and ask for the opportunity to do so. Briefly recap your strengths as a potential hire and include your contact information.

Following is a sample of what a cover letter *may* look like for someone applying for an Accounting position. *This is for demonstration purposes only and not designed to be all-inclusive, nor for use to apply for any job.*

SAMPLE COVER LETTER (ACCOUNTING)

Month day, year

Company Name
Contact Name and Title
Street Address
City, State zip code

Re: Job Title, Announcement Number

Dear Hiring Manager,

I was excited to read about this vacancy, since I have the qualifications you are seeking. My Bachelor's degree in Accounting and two years of experience in financial accounting have equipped me with the competencies of strategic thinking, interpretation of accounting laws, and excellent communication. I have demonstrated my ability to analyze and evaluate program operations and business processes in accounting transactions and systems functionality, in addition to formulation of accounting and financial management procedures.

Additionally, I provide technical advice and consultation to finance personnel, program offices, vendors, and client agencies, as well as conduct training to staff on automated accounting systems.

My broad range of skills and experience make me a superior candidate for this position. I would appreciate the opportunity to discuss how my education and work experience can help you and your organization. I look forward to hearing from you soon to arrange an interview. I can be reached at (222) 333-1111 or youremail@email.com.

Thank you,

Your Signature

Your Full Name