555 interview road  
any town, mn 55111

11-4-07

Mr. John adams  
Wellington Corporation  
333 Well road  
Tampa, Fl 22244

Dear John,

Iam writing to you to ask you for a job. There are many reasons you should consider me for this pistion. I think you would be a fool not to hire me.

I have attend Elite college since 1995 and have a masters in computers. I am on the deans list and have an A average grade. I am also part of our local church group. We help out with conseling many of the students here at the college.

My source tells me that you are looking for a salesman. While I have no sales experience per say. I am a hard worker and would like to start my career at your company. This will be a nice stepping stone for me. I currently would like to work with computer but I think this would suit me fine for now.

I am currently working at my local church while I finish up scholl. We help counsel students at the local colleges. It doesn’t pay much so I am having to look elsewhere. I have to yrs experience with doing this and work well with people. I know your customers will love me, most people do.

I will be anxiously waiting to hear from you on when I can start. Please call anytime. If I am busy please leave a message on my voice mail and I will get back to you at my earliest convience.

Thank you,  
Joe Johnson

The problems on this **cover letter** are hopefully obvious. Do you notice any?

* How would you like this **employer** to contact you? There is no phone number.
* Write out your address
* Write you name above your address
* Write you phone numbers below your address: this makes it simple for them to find if they want to call you
* Never call someone by his or her first name on a **resume**. This is not a personal letter. Keep it professional.
* Don’t sound desperate.
* Don’t insult them.
* Don’t mention religious groups unless applying for a religious job.
* Check your grammar.
* Check your spelling.
* Don’t use abbreviations. Spell words out
* Do not inform them that you are only planning to be there for a short time this doesn’t look good for you.
* They really don’t care why you decided to look for a new **job**. Unless they ask you this during an **interview** don’t give this information out.
* Don’t make yourself seem too busy to deal with them. You need to be convenient for them not the other way around.
* Don’t sound like your being egotistic.