

SAMPLE COVER LETTER: E-mail Format

This e-mail illustrates fit with the position using a personal characteristics and a genuine enthusiasm for the organization. For e-mailed applications, your e-mail is the cover letter; your resume is an attachment.

TO: asmith@sierraclub.org

SUBJ: Highly qualified applicant for Staff Writer Position #4231

ATTACHMENT: Bianca Perez resume.docx

Dear Ms. Smith:

I hope you will consider me for the position of staff writer, as advertised in The Washington Post.

I was particularly excited to see a position open at the Sierra Club, as I have long been a fan of your work. I'm impressed by the way you make environmental issues accessible to non-environmentalists (particularly in the pages of Sierra Magazine, which has sucked me in more times than I can count), and I would love the opportunity to be part of your work.

Reading over the job description for the position, I recognized myself. As you will see on my attached resume, I have more than seven years' experience in non-profits, writing everything from newsletters to Web sites to brochures to letters to the editor and op-eds. In addition to in-house publications, my work has been published in newspapers around the country.

Additionally, I am a fast, versatile writer, and I specialize in taking complicated information and presenting it in an easy-to-understand, upbeat format. I've never missed a deadline (in a recent performance review, my manager called me "the fastest writer on the planet") and pride myself on being able to juggle many different projects. My copy-editing skills border on the obsessive-compulsive; I have been known to correct mistakes on restaurant menus!

I think my skills and experience are an excellent match with what you are seeking, and I am excited about the chance to work with you.

If you would like to talk with me or schedule an interview, please call me at 555-555-1212. Thank you for your consideration.

Sincerely,

Bianca Perez