

# Pacific Crossing

TECHNICAL STAFFING - PROJECT MANAGEMENT

## Cover Letter - Using Cover

### Letters as a Competitive Edge

You know the old saying, "the pen is mightier than the sword." In addition to describing your skills and qualifications, a well-written communication positions you as an intelligent, articulate professional. Unfortunately, a poorly written piece has the equal and opposite effect, more often than not shredding your opportunity for career changes or advancement.

Listed are samples and suggestions that will prove helpful when creating your correspondences. Be sure to tailor each letter to meet the requirements of the company and position to which you are applying. While generic correspondences were acceptable in the past, they are now looked upon less favorably

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## Cover Letter - Example

John Doe  
1200 Main Street  
Anytown, CA 90292  
(888) 999-5555

December 9, 2003

ACME Company  
P. O. Box 888  
Anytown, CA 90292-3838

Attention: Hiring Manager

You are looking for a Mechanical Engineer and I bring excellent qualifications.

### My Requirements

1. 10 years design and manufacturing experience.
2. Two to five years Drafting and AutoCAD experience.
3. Machinery and assembly operations experience.
4. Hands-on problem solver with management potential.

### My Experience

1. Over 17 years of mechanical and manufacturing engineering.
2. Simple to complex drafting experience, currently training.
3. From general machinist to tool and instrument maker experience.
4. Strong reputation as a hands-on manager.

I would like the opportunity to interview with you. I can be reached at (214) 999-5555 and return messages within four hours. A copy of my resume is enclosed for your review. Thank you for considering me.

Sincerely,

John Doe

enclosure