

## Tips and Sample for Electronic Cover Letters

An electronic cover letter should...

- a. State where and when the applicant found the job advertised.
- b. List the job title and number.
- c. Appear immediately before your resume in the text of your email message.
- d. Be shorter than a “traditional” cover letter.

A sample electronic cover letter sent in response to a position advertised on the internet appears below:

Job Title: Laboratory Assistant I  
Job Number: 0644AV

Dear Susan Johnston:

I was pleased to read of your job opening for a Laboratory Assistant posted on the Union Tribune's website. You will find that my resume, which is attached, outlines why I am excellent for this position. I have completed two years of coursework in the natural and biological sciences at San Diego Mesa College. During my time at Mesa, I have also gained valuable laboratory experience.

I look forward to discussing this opportunity with you and setting up a meeting.

Sincerely,  
Job Hunter  
(619) 222-2222  
jobhunter@yahoo.com

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(Begin Resume Here)

