

# E-mail Cover Letters

Your e-mail cover letter will follow the same protocol as the print version. When e-mailing a potential employer the e-mail is your cover letter, you do not have to attach a separate document. Here are more e-mail specific tips for writing your electronic cover letter:

- Do NOT waste your subject line of the e-mail. Never leave it blank. The purpose of this line is to attract the reader and tempt them to open your message. For example, reference the position title in the subject line.
- In the cover letter, make sure that you indicate if your resume is attached or if it can be seen below the cover letter. Remember that employers will be wary of opening attachments, so including a plain-text version of your resume after your cover letter is usually a good idea.
- When formatting your e-mail cover letter, use left justification for your margins. Avoid indents and place a space between each paragraph. Avoid using emoticons, abbreviations, wild colors, and other distracting and unprofessional items. Many e-mail systems cannot handle text enhancements like bolding, bulleting, or underlining, so play it safe by using spaces and dashes -- if you feel emphasis is needed.
- Be concise. Remember that reading e-mail on the screen is often harder than reading printed communications.
- Don't forget to check your cover letter for spelling errors, style, and content before pressing the "send" button.

## SAMPLE E-MAIL COVER LETTER

Subject: Editorial Assistant Position at Cougar House Publishing

Dear Ms. Wolden,

I am writing to express my interest in the Editorial Assistant position posted on your web site the week of November 18. I will graduate from the College of Charleston with a degree in English in the spring, and I would love to begin my publishing career with Cougar House Publishing. The quality of the books which your organization produces is superb and stands out in the industry.

Through my work at The George Street Observer, the College of Charleston student newspaper, I experienced the publishing process first hand. As an editor, I evaluate and select submissions, give feedback to authors (including those whose work is rejected), help authors polish their work, and assist with layout and proofreading. Through office and research assistant positions, I've developed the outstanding clerical and organizational skills necessary for the job of Editorial Assistant, and I believe my combined skills are an excellent fit with the position's requirements.

I would welcome the opportunity to visit Cougar House Publishing and speak with you about the Editorial Assistant position. Thank you for your time and interest, and if you have any questions please do not hesitate to contact me at 555.123.4567 or by email at [student@college.com](mailto:student@college.com). I have attached my resume as a PDF document. Please let me know if you would prefer it in another format.

Regards,  
Becky S. Denton