

Cover Letter for Professional Resumes

A cover letter attached to a Professional Resume (CV) should address the following items:

Specifically what position you are applying for, and

A little information about the company (show you know what the company makes), and

Why you are qualified for the position with them.

“Sorry Charlie” Letter

A follow-up letter you send to any company you have interviewed with, but have not received a rejection letter from. This “Sorry Charlie” letter should address the following:

Thank you for taking the time to interview me, but I have accepted an offer elsewhere, and

Briefly explain why you did not wait for their offer, and

Other information they might find helpful.