

Helpful Tips on Applying for a Position:

Cover Letter Tips:

- ALWAYS write a **brief cover letter** in the body of your e-mail message.
- Your cover letter should always be addressed to the contact person listed; (not to whom it may concern).
- State the **position, company name & city** you are applying for?
- Your cover letter should identify your skills and qualifications relevant to the job description.

EXAMPLE COVER LETTER:

Dear Mr. Jones,

My name is Greg Roberts, and I am submitting my resume for the position of District Manager for ABC Gas Co. in Denver, Colorado that is posted on Fuel-Oil & Gas Jobs website.

I have XX years experience in the gas industry (or your respective industry). My qualifications include: Routing & Distribution, DOT Safety Compliance, HazMat Safety Regulations, Safety Training, Customer Service, Sales, and Employee Training & Development, etc, etc.

I have an extensive background in operations, sales/ customer growth, expense control, profit enhancement, P & L management and employee development.
In addition to my experience, I am also CETP certified, and carry a current CDL.

Thank you for taking the time to review my resume. I look forward to speaking with you.

Sincerely,
Roy Johnson,
303-555-1234