

How to Write a Cover Letter

- The cover letter is an example of your writing ability. Be sure to spell check and to proofread carefully.
 - The cover letter relates your background to the specific needs of the company or position. You should tailor each cover letter to reflect this. Blanket mailings are not effective.
 - It is nice to print the cover letter on the same quality paper that is used for your resume
 - Your cover letter, like your resume, should be limited to one page.
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Your Street Address
City, State Zip Code
Month Day, Year

OR

Create a letterhead that matches your resume.

Name of Contact Person or Recruiter
Title of Personnel/Human Resources
Organization/Company Name
Street Address
City, State Zip Code

Dear (Contact Person—name spelled correctly):

Opening Paragraph (Usually 1 to 3 sentences)

- Use a strong opening to make the reader want to continue reading
- Identify the job for which you are applying and tell how you found out about it.

OR

- Mention the person who referred you to the organization—preferably someone known to the contact person.

Middle Paragraph (Usually 3-10 sentences, highlights writing ability)

- State how your qualifications meet the requirements for the position.
- Give examples of your skills and related work experience and explain how they will transfer to the position.
- Do not draw attention to weakness or inadequacies by mentioning them.
- If you are not applying for a known opening, focus on how your skills and experiences have prepared you for work in the field in which you are seeking employment.
- Refer to the enclosed resume. Refer to writing samples or references, which you will send if requested.

Closing Paragraph (Usually 2-4 sentences)

- Thank the reader for considering your qualifications for the position.
- Ask for an interview or personal contact.
- If responding to a posting, state that you are available for an interview
- If you are sending a letter of inquiry or following up on a contact, state when you will call to follow up.
- Make it easy to reach you. Be sure you receive your phone messages or use an answering machine.

Sincerely,
(Your Signature)

Your Name Typed

Enclosure

Example Cover Letter

Your Street Address
Your City, State Zip Code
Date

Person's Name
Company/Organization Name
Address
City, State Zip Code

Dear (Mr./Mrs./Ms. Person's Last Name):

During the course of my research on (name of topic), I became aware of (name of company/organization). I would like very much to be considered for the position of (name of position) as advertised in last Sunday's (name of newspaper.)

My (name of discipline) coursework has centered around (topic) as highlighted on my resume. This academic background has prepared me to (name specific relevant job functions). I have also taken multiple (name of discipline) classes which have enabled me to improve my (name of skills) skills as well as my (name of skill) strategies. I have specifically studies (name of field(s)), as well.

In addition to my academic pursuits, I have had numerous leadership and employment experiences that would contribute to this career field. I served as (name of position) of (name of organization) and was responsible for (achievements). Furthermore, during my last two years as a (name of position) with (name of organization), I demonstrated strength in (name of skills). Finally, I possess sound computer skills. I am familiar with both MS-DOS and Macintosh environments.

I am eager to explore to explore employment options with (name of organization) and would appreciate an opportunity to meet with you personally. I will contact you next week to set up a mutually convenient time.

Thank you for your time and consideration.

Sincerely

(Signature)

Your Name

Enclosure