

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms./Dr._____:

Paragraph #1 (Purpose)-

State why you are writing and the type of position or field of work in which you are interested. Indicate how you learned of this position. If there is not a specific position available, indicate how your interest originated.

Demonstrate briefly your knowledge of the company.

Paragraph #2 (Background & Qualifications)-

Refer the employer to an enclosed resume. If you have had related experience or specialized training, elaborate on the details that would be of special interest to the employer. Be as specific as you can about your qualifications and skills. Provide examples on how you obtained/honed these skills. Your goal here is to match your skills to the employer's needs. Explain how you would fit into the position and the organization. This paragraph can get lengthy; break it into two paragraphs to make it more readable.

Paragraph #3 (Request for Action)-

Close your letter by briefly restating how your qualifications match the position. Express your interest in further discussing your background and the position with the employer. Write when you will be contacting them to ensure your application materials were received. Finally, include a statement expressing your appreciation for the employer's consideration.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

SAMPLE

COVER LETTER



Career Connections