

Name:

Writing Your Cover Letter

A cover letter accompanies your resume. Such a letter introduces you, explains your purpose for writing, highlights a few of your experiences or skills, and requests an opportunity to meet personally with the potential employer.

How to organize a cover letter:

Header (same one as on your resume and references page)

Date

Name of person you are writing to

Title of person you are writing to

Company Name

Address

City, State, Zip Code

Dear (name of person you are writing to):

First Paragraph: Say why you are writing, identify the position you are interested in, and explain your source of information. Give some brief idea of who you are.

Second Paragraph: Say why you are interested in the position, the company, its products or services. Outline your strongest qualifications (education, experience, interests, responsibilities, etc.) that match the position requirements or the work environment. Use specific references from your background work on the company. Elaborate, but do not simply restate the information on your resume. You can also comment on additional experiences.

Third Paragraph: Sell yourself by convincing the employer that you have the personal qualities and motivation to perform well in the position. Tell what you would contribute to the organization. Again, use specifics from the job description or company information to match your skills with what the company is looking for.

Closing paragraph: Suggest an action plan. Politely request an interview at the employer's convenience. Explain any additional information that is being sent or offer to provide additional information and explain how it can be obtained. If desired, include your contact information. Thank the reader for his/her time and consideration and indicate that you are looking forward to hearing from him/her.

Sincerely,

Your signed name or cursive font (sign your name in black ink)

Your printed name

Any enclosures (resume, reference page, certifications, etc.)