

Cover Letters

Goals:

- Make a good first impression and capture the attention of a potential employer.
- Introduce yourself in a way that capitalizes on three or four of your best and most relevant attributes or skills.
- Indicate desire and intention to work for that specific employer.

Things to Note:

- Be concise; do not use filler words or sentences. Use the same paper as your résumé.
- Use 1-inch margins on all sides, double-space between paragraphs, and left-justify text
- Spelling or grammar errors are UNACCEPTABLE

Example of Structure:

Your Mailing Address
City, State Zip Code

Current Date

Title and Name of Addressee His/Her Job Title (if you have it)
Name of Organization
Organization's Mailing Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name (name of addressee) or Dear Hiring Manager:

Opening paragraph: State why you are writing and how you learned about the available position or organization. Also state the specific position you are applying for. You may include basic information to introduce yourself.

Second and third paragraphs: Explain why you are interested in the work of this organization and how you are prepared for the position you are applying for. Demonstrate how you are qualified for this position using specific examples from your previous experience and/or skills.

Final paragraph: Direct the reader to your enclosed résumé or application; this will further explain your experience and qualifications for this position. Closing statement: Indicate your desire for a personal interview and what you will do to follow up on your application (e.g., call back or email within a certain span of time). State that you will gladly provide the employer with any additional information.

Provide your phone number and email address so as to encourage a quick response.

Sincerely,

Your name typed