

COVER LETTERS

- Letters demonstrate your writing skills and etiquette.
- Highlight your strongest qualifications in the letter.
- Address your letter to the Human Resources Director if you do not have a contact name.

Your Street Address
City, State, Zip Code

Month Day, Year

Ms. /Mr. /Dr. /or Director of Human Resources
Job Title of Individual
Organization Name
Street Address
City, State, Zip Code

Dear Ms. ___/Mr. ___/Dr. ___/Director of Human Resources:

The purpose of your cover letter is stated in the first paragraph. State the position you are applying for and describe your qualifications and experience in a conversational style. Stay within one page with 3-5 paragraphs. Emphasize what you offer the employer related to what you are seeking. Your letter should persuade the reader to invite you for an interview.

Mention the most significant contents of your resume relevant to your qualifications for the specific job you seek. Highlight your education, qualifications and skills. Describe your education, selected courses, team or individual class projects, research, thesis and academic experiences which demonstrate your career skills and knowledge.

Describe your career experiences (jobs, internships, campus and community activities) which demonstrate specific skills that are required in the employer's job description. Provide specific examples of situations where you demonstrated the skills or work characteristics required for the position you are seeking.

Close with a brief summary of your qualifications and interest in the position. State that you would appreciate an opportunity for an interview, and you may be reached by telephone at (xxx) xxx-xxxx and e-mail yyy@xxx.zzzz. Thanking the employer for their consideration.

Sincerely,

your signature in black ink

Your typed name

Attachments: Resume

- To email your letter and resume, place the letter in the message of your email and also attach your resume and letter as clearly labeled PDF files.
- If you email your letter, move your typed name to where your signature would be on a printed letter.
- To mail your letter, send a signed original letter, printed on the same 8 1/2" x 11" paper as your enclosed resume.
- Mail your resume and letter in a 9" x 12" envelope.