

Cover Letter Example

Your Address City, State Zip (Or use the letterhead from your résumé)

Date (January 1, XXXX)

Name of Employer Contact (or HR Director)

Title Organization

Street Address City, State Zip

Dear First Name Last Name:

INTRODUCTION PARAGRAPH:

- **Why are you writing?** “With experience in X and X, I am applying to X position. Specifically, mention the position and company to which you are applying. Always begin your letter with a statement of how your experience, skills, and/or training are connected to the position.
- Make a connection with the reader by mentioning a common professional acquaintance or by expressing your interest in the work of the organization/company.
- Conclude the paragraph with a statement similar to a thesis statement, identifying the skills, knowledge, and/or experience that you will address in the next two paragraphs.

BODY PARAGRAPHS:

- Show that you can do the job by providing specific examples of past work, internship, volunteer, leadership, or classroom experiences to illustrate that you have the skills, knowledge, and training necessary to succeed in the position.
- Explain how you can add value to the company, and **why you want to work there specifically**.

CLOSING PARAGRAPH:

- Thank the employer for looking over your application materials, and reiterate your interest in the position and/or organization.
- Express your willingness to follow up with more information if needed; provide your phone number and email address for contact if you did not use letterhead from your résumé.

Sincerely,

Your Name (Typed)

PURPOSE	METHOD	DO	DON'T
<ul style="list-style-type: none">• Tailored to job announcement for a particular position• Introduced the résumé and serves as a marketing tool• Convinces the employer to invite you for an interview• Proves that you can do the job• Shows enthusiasm for the job and the organization	<ul style="list-style-type: none">• Formal business letter	<ul style="list-style-type: none">• Research the position and the company prior to beginning the cover letter	<ul style="list-style-type: none">• Write “Hello my name is...”• Write more than one page• Repeat your résumé• Indent your paragraphs• Write “To Whom It May Concern”• Write general statements regarding your desire to work for the organization, or how you are impressed with it