

COVER LETTER FORMAT

Your Name

Street Address
City, State, Zip Code
Email Address
Phone Number

Date

Name of Contact
Title
Organization
Street Address or PO Box #
City, State Zip Code

Dear Mr. / Ms. _____,

1st Paragraph: Start by stating why you are writing. Identify the position, field or general inquiry. Tell how you heard about the job or organization and indicate if you were referred by someone. Add a brief statement here to catch the interest of the reader that reflects your personality.

2nd Paragraph: Communicate why you are suited for this specific position and what you will bring to the organization. In order to do so, read the job description and make positive statements about your relevant skills and/or abilities. Indicate examples of your accomplishments. Do not repeat your resume word for word in this section. Instead, highlight 2 or 3 points that relate to the job description.

3rd Paragraph: Write that you have attached your resume. Request a personal interview and thank the reader for his/her consideration.

Sincerely,

Your full name

SAMPLE COVER LETTERS

Dana Dezago

2900 Purchase Street
Purchase, NY 10577
dezagod@mville.edu
914.694.2200

March 19, 2010

Wild Animal Department
Queens Zoo
53-51 111th St
Corona, NY 11368
Attn.: Ms. Dorothy Loud
Director of Human Resources

Dear Ms. Loud,

I am writing to express interest in the Wild Animal Keeper position available at the Queens Zoo. I am a senior at Manhattanville College majoring in Animal Behavior. My background in the biological and psychological sciences, and my experience working with animals through internships and volunteer work, make me an ideal candidate for this position.

I currently work as an intern for the New York Aquarium and volunteer at The Bronx Zoo. In both positions, I have gained extensive knowledge in animal husbandry. By assisting trainers and learning the fundamentals of animal enrichment, I have developed a solid understanding of what is expected of a Wild Animal Keeper.

In addition to my course work in the biological and psychological sciences, I am also an active member on campus, and am currently a Resident Advisor. This position has allowed me to develop strong communication and organization skills as not only do I serve as a leader for the students, but I also collaborate with staff members.

I believe that the combination of my academic background, practical animal experience, and leadership skills will help me to be an asset to The Queens Zoo. I am very enthusiastic about this opportunity and I look forward to hearing back from you. Thank you for your time and consideration.

Sincerely,

Dana Dezago

Tommy Potsdam

2900 Purchase Street
Purchase, NY 10577
potsdamt@mville.edu
(914) 694-2200

September 25, 2009

Warner Music Group
75 Rockefeller Plaza
New York, NY 10019

Dear Hiring Manager:

I am writing to express an interest in the Spring 2010 internship available through Warner Music Group. I am confident that my prior music internship with EMI and my passion for the music industry make me an ideal candidate for the position.

I am currently a senior at Manhattanville College majoring in Music Management. During the spring semester, I had the opportunity to apply what I have learned in my classes to a real world experience. As an intern with EMI in the Promotions Department I have gained many valuable skills. I have the chance to interact with employees of all levels, developed my organizational skills and learned fundamentals such as processing internal merchandise requests and expense reports.

I am excited to learn about the various departments within Warner Music Group through the internship program. I look forward to speaking to you about the program and my qualifications. Thank you for your consideration.

Kind regards,

Tommy Potsdam