

## COVER LETTER SAMPLE

Include the **date of writing**.  
Do not use abbreviations or shorten date formats e.g. 1/21/XX.

The **inside address** includes the prefix and full name of the recipient, job title, name of organization, and mailing address.

The **salutation** begins Dear Mr., Ms., or Dr. followed by the recipient's last name and a colon.

If you are unable to identify the name of the individual to whom your application materials should be sent, address the letter to "*Dear Hiring Manager*" or in the case of graduate school "*Dear Selection Committee*."

**Close** your letter with "Sincerely" followed by a comma.

Leave 4 blank lines for your signature.

Type your name and full contact information.

Type the word *Enclosure* or *Enclosures* to indicate that you have enclosed a resume and/or other documents.

January 20, 20xx

*(4 blank lines)*

Ms. Laura Mellner  
Executive Director  
Northeast Youth Programs  
01010 Norway Drive  
Philadelphia, PA 19114

*(1 blank line)*

Dear Ms. Mellner:  
*(1 blank line)*

As a senior professional writing major, I was very excited to find your posting on KU Career Network for a Marketing, PR and Community Outreach Specialist. I grew up in Philadelphia and am familiar with Northeast Youth Programs and the extraordinary service it provides to youth and families in Delaware County.

*(1 blank line)*

You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the Director to plan, market, and execute the agency's largest fundraiser of the year: a benefit dance which raised over \$30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority's Community Outreach Chair. Through this position, I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project that netted over \$5,000 to support a local charity.

*(1 blank line)*

I am very excited about the possibility of working at Northeast Youth Programs. I would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

*(1 blank line)*

Sincerely,

*(4 blank lines for signature)*

Julie Jones  
432 New Smithville Pike  
Philadelphia, PA 19116  
215-555-5555  
jjones\*\*\*@live.kutztown.edu

*(2 blank lines)*

Enclosure

**BEFORE YOU START** writing, review the job posting to determine the needs and requirements of the position or program for which you are applying. In your letter, make every effort to show the connections between your qualifications and their requirements/needs.

Set your margins to at least 1".

Use "Line Spacing Options" menu to set line spacing to single. Ensure that spacing before and after paragraphs is set to zero.

Single space the body text.  
Double space between paragraphs.

Left justify the entire letter.

Use same font style and size as your resume.

In the **opening paragraph**, catch the reader's attention with a strong first sentence. Be sure to include:

- The position or program for which you are applying.
- How you heard about the position.
- Why are you interested in this position, program, or organization.

In the **second paragraph** (and possibly the third), explain:

- How your skills, knowledge, and/or experience relate to the position requirements or qualifications.
- What you can contribute to the organization and how you can help it meet its goals or support its mission.

In the **closing paragraph**, reiterate your interest in the position or program.

- Make a request for an interview.
- Thank the reader for his/her consideration.