

Your Name
Your Address
City, State Zip
Phone Email Address

Date

Mr./Ms./Dr. First Name Last Name
Their Job Title
Their Company/Organization/School
Their Address
City, State Zip

Dear Mr./Ms./Dr. Last Name:

Other Tips:

Always include a cover letter when personal interaction does not coincide with the delivery of your resume
The cover letter is your sales pitch; don't restate your resume
Personalize each letter
Be brief and concise; one page maximum
Use white or ivory bond paper

- Paper and envelope should match resume

Minimize the use of "I"

- Avoid using to begin a paragraph

Use proper English – avoid slang or abbreviated terms
Use active voice whenever possible
Be honest and factual
Proofread several times to eliminate all errors; use a second/third set of eyes

First Paragraph:

- Identify the specific position for which you are applying
- Indicate how you learned of the employment opportunity/opening
- Do not be afraid to "name drop" mutual friends/family/acquaintance, if appropriate

Second Paragraph

- Highlight your qualifications relative to that which you are applying
- Bring out specific experiences from your past that are relative to that which you are applying
- Highlight what you have done (school/work experience, leadership, activities, honors, etc.) relative to that which you are applying

Third Paragraph

- Highlight what makes you the top candidate for that which you are applying
- Detail the mutual benefits relative to them selecting you
- What you can do for them
- What will this opportunity do or mean to you
- What specific knowledge, skills, or abilities do you possess that will **benefit them**
- Use specific examples of past performance
- Show your interest in the organization's value, purpose, mission and reputation, illustrate how your attributes mirror the organization's culture

Final Paragraph

- Take the initiative and state when you will follow-up with a phone call (be specific, i.e. day and date)
- Always include your phone/cell number, e-mail address, or ways in which they can readily contact you if they have any questions
- Thank the reader for their consideration

Sincerely,

(Your Signature in Black Ink) *(Do not forget to sign your letter)*

Type Your Name

Enclosures

1. Resume
2. Application or relevant work examples (As appropriate)