



## Key Elements of Successful Cover Letters

Your present address  
City, State, Zip Code  
(The heading should match your current resume)

Today's date

Individual's First & Last Name

Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr. /Ms. Last Name:

**Introduction:** Indicate the reason for writing, the specific position or type of work for which you are applying and how you learned of the opening (career center, name of publication or website, friend, employment service, etc.)

**Body:** (One to three paragraphs) Mention why you are interested in the position, the organization, its products or services; above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience. As much as possible, try to tie your qualifications to the employer's needs, particularly those expressed in the job description.

**Conclusion:** In the closing paragraph, indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise the employer of your flexibility as to the time and place. Repeat your contact information in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, ask if the company will be recruiting in your area.

Sincerely,

(Your neatly handwritten signature here)

Your name typed

Enclosure (this *signifies* that other documents, such as a resume, are enclosed with the letter)



ILLINOIS INSTITUTE OF TECHNOLOGY

### Sample 1: Cover Letter

235 Federal Street  
Chicago, IL 60600

October 26, 2012

Valerie Jones-Carpenter  
Editorial Director  
Red Ink Press  
234 South 35<sup>th</sup> Street  
New York, NY 10000

Dear Ms. Jones-Carpenter,

I am responding to your advertisement in *The New York Times*, which lists an open Assistant Editor position at Red Ink Press. I believe that my Bachelor of Arts in Journalism and freelance experience have allowed me to develop the qualifications for this position, and would like to submit my resume for consideration

As you can see from my enclosed resume, I have written for several local publications as a freelance contributor. For your convenience, I have also enclosed a few writing samples in order to give you an idea of my style and range. Additionally, I am proud to have gained editorial experience during my time as an Editor for the *Tech News*, a weekly college newspaper with a circulation of 7,000.

Furthermore, I am familiar with the accounting industry, having worked part-time for a CPA while I was in college. This background will undoubtedly prove useful in understanding the needs and the perspective of your professional audience, who rely on your publications for insight into trends in the accounting industry.

Thank you for your consideration. I look forward to the possibility of speaking with you further about this position and can be reached at (312) 123-4567.

Respectfully,

Mike Vasquez

Enclosures



ILLINOIS INSTITUTE OF TECHNOLOGY

## Sample 2: Cover Letter

15 Oak Street  
Chicago, IL 60614

June 15, 2012

Victor Reedman  
Director, Information Technology  
The Action Network Company, Inc.  
15 East Randolph Street  
Chicago, IL 60610

Dear Mr. Reedman:

Having viewed the information technology associate position that is currently posted with the Illinois Institute of Technology's Career Center, I believe that my education and experience make me a highly qualified candidate for this opportunity. I am proud to have recently earned a Bachelor of Science in Information Technology from the Illinois Institute of Technology and am confident in my ability to make valuable contributions to your company.

Some of my prior experience includes a technology support internship with ABC Company. Working out of ABC's London location, I coordinated a large-scale software update project, completing updates for 200 workstations within one month. As a result of this success, I was given additional assignments from ABC, which culminated in a technical research project. At the end of the internship, I presented my findings to several of the organization's vice presidents and received an award for best project work by an intern.

Additionally, I offer sales and leadership experience gained through employment as a retail sales associate at the Gap and as a resident advisor at IIT. I am also fluent in Spanish and proficient in all major programming languages.

I am excited about your organization's plans for global expansion and am confident that my skills and knowledge of information technology will help Action Company, Inc. achieve its objectives. It would be my pleasure to discuss your needs and explore how I can contribute to your technology team. My resume is enclosed for your review, and you may reach me at (312) 567-5555, or by email at [efitzgerald@gmail.com](mailto:efitzgerald@gmail.com).

Respectfully,

Elsie Fitzgerald

Enclosure