

A Sample Format for a Cover Letter

(1" or more from the top of the page)

Your Street Address
City, State, and Zip Code

Date of Letter

(leave 3 lines blank)

Mr./Ms./Dr. First and Last Name
Position Title
Name of Business or Organization
Street Address
City, State, and Zip Code

(leave 1 line blank)

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

(leave 1 line blank)

Why are you writing? Introduce yourself and why you are writing in a way that captures the employer's attention. Do not begin your letter with "My name is ____." Name the position or type of work (teaching what subjects, working in which department) for which you are applying and mention how you heard of the opening or organization. If you don't know the position or type of work, it is time to do some research! If someone connected to the organization has referred you to this position/organization, be sure to mention that: "Your colleague, Don Jameson, suggested that I contact you about (the position)." Keep this paragraph short, hard-hitting, and enthusiastic.

Why are you right for this position? Sell the organization on what you can contribute. Pick one or two most relevant highlights from your resume to demonstrate your strongest skills, experiences, and personal qualities. Concentrate on what you know the organization seeks. Do not reiterate your entire resume. Focus on the organization's need, not yours.

Why this company? Describe why you are interested in working in this industry and for this organization. Indicate how your experiences have helped formulate your career goals and how your skills and interests might grow and develop with the organization. Be as specific as possible, subtly emphasizing your knowledge about this organization (here is where research helps!) and the industry. *** Caution: your focus should not be on what the employer can do for you. For example, do not say that the job will prepare you well for business school. ***

Action oriented conclusion: Request an interview. Note when you will be available for an interview, as well as employment. Unless the job posting requests "no calls," tell the reader that you will call on a certain date to discuss your application or to request an interview at a mutually convenient time. Invite the reader to contact you beforehand and include your phone number. Thank the person to whom you are writing for considering your application.

(leave 1 line blank)

Sincerely,

(leave 3 lines blank)

(Sign here in ink)

Your Name

Enclosure *(This indicates that you are enclosing a resume, application, or other document)*