

# COVER LETTER SAMPLE

The cover letter covers the resume and guides the reader to information on your resume. NEVER send a resume without a cover letter. It should be formal and short, just a few paragraphs.

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

Today's Date

Mr. or Ms. Name of Contact  
Contact Title  
Company Name  
Company Address  
City, State Zip Code

[double space]

Dear Mr. or Ms. [last name of contact],

[double space]

In the first paragraph state what opportunity you are applying for and how you found out about it. **Example:** "I am applying for the Graphic Design Fall internship that was posted on MassArt's Career Service website. Attached is my resume for your consideration."

In the second paragraph, use three or four sentences to link your skills and experiences with the details of the job description. Be Specific! The employer is looking for their job description in your letter and seeing if there is a match. Highlight information on your resume, don't repeat it. **Example:** "Your job description mentions a need for an intuitive understanding of materials to create creative wall displays. As a sculptor, I have built pieces in plaster, wood, clay and various metals. I would be happy to show you examples of my work when we meet."

In the last paragraph, thank the employer for his/her time and consideration of your application. Suggest the employer contact you to discuss the opportunity, and offer your phone number or email here, even if it is listed above as well. **Example:** "Thank you for your consideration. I look forward to speaking with you further about this opportunity; I can be reached at 617-879-7779 or by email at firstname.lastname@massart.edu."

[double space]

Sincerely,  
[sign your name for fax or mail, otherwise type name for email/online]

Type Your Name