

Guideline for Cover Letters

Your present address
City, State, Zip code
Date

Employer's Name
Title
Company
Address

Dear Mr./Ms. _____:

Immediately state the position you are applying for and, briefly, what makes you qualified for it (mention the type of degree and major field that you will receive from Manchester College). Mention how you learned of the position. If someone has referred you to this position be sure to include his/her name.

Detail what you could contribute to this company. Mention the practical experience you have gained through internships and other jobs. Also include knowledge you have gained through classes. Specifically mention work you have done that requires the same skills needed for the position you are applying for (avoid including irrelevant experience). State how you can apply the skills you've learned from within the classroom and outside of it to the position you are applying for. (This will be your longest paragraph because you will be explaining your qualifications. However, keep in mind the letter must only be one page since normally employers don't read the second page).

Describe your interest in the corporation and why you would like to work for it. Emphasize the knowledge you have about the company. Mention some accomplishments they have made in the past and how your employment there could help them reach their goals.

Express your desire for an interview. Provide your phone number and hours you can be reached. Give your e-mail address. Inform him/her that you will follow up with a phone call within a few days. Thank the employer for his/her consideration.

Sincerely,

Your handwritten name

Your full name (typed)

Enclosure: Résumé