

SAMPLE COVER LETTER

Your Street Address
Your City, State Zip Code
Your area code and phone number
Your email address
Date

(4 blank lines)

Hiring Manager Name
Title
Organization
Street Address
City, State Zip Code

(2 blank lines)

Dear Mr./Ms. Xyz:

First paragraph: (Be clear as to which role you are applying for, and grab his/her attention)

Name the position for which you are applying and tell the employer how you became aware of it. State why you are interested in the position. Offer at least one sincere compliment (from your company research) about what the organization or department is doing well.

Second paragraph: (Keep his/her attention.....)

Indicate what you can do for the employer based on his/her needs. Explain how your academic background and the skills you've acquired from other experiences, such as internships, part-time jobs, and activities, make you a qualified candidate for the position. If you have qualifications that are not noted on your resumé, this is your opportunity to discuss them.

Third paragraph: (Close with next steps and thank you)

Refer the reader to an enclosed resumé or application, which summarizes your qualifications, training, and experience. You may also make the employer aware that your references and portfolio/writing samples (if applicable) are available upon request. State what you would like the recipient of the letter to do next. Thank the employer for their consideration.

[If the employer asks for salary requirements, either state that your salary qualifications are commensurate with industry standards (make sure you know what that is) or provide a salary range and express that you are willing to negotiate. If you are an entry level hire out of college, be cautious about trying to negotiate. You need a job.]

Sincerely,

(Written Signature) *(4 blank lines)*

Your Name Typed

(2 blank lines)

Enclosure