

Cover Letter Example

Career Services

YOUR LETTERHEAD

Or

Date
Your Address
City, State Zip

Mr./Ms./Dr. First Name Last Name
Their Job Title
Their Company/School
Their Address
City, State Zip

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

Other Tips:

- Always include a cover letter when personal interaction does not coincide with the delivery of your resume (i.e., mail (regular or electronic) and/or FAX)
- The cover letter is your sales pitch
- Personalize each letter
- Be brief and concise; one page maximum
- Use white or ivory bond paper (paper and envelope should match resume)
- Minimize the use of "I" (avoid using to begin a paragraph)
- Use proper English – avoid slang or abbreviated terms
- Use active voice whenever possible
- Be honest and factual
- Proofread several times to eliminate all errors
- Use as an attachment when e-mailing

First Paragraph:

- Identify the specific thing (position, grad school, etc.) for which you are applying
- Indicate how you learned of the opportunity/opening

Second Paragraph

- Highlight your qualifications relative to that which you are applying
 - Bring out specific experiences from your past that are relative to that which you are applying
 - Highlight what you have done (school/work experience, leadership, activities, honors, etc.) relative to that which you are applying

Third Paragraph

- Highlight what makes you the top candidate for that which you are applying
 - Detail the mutual benefits relative to them selecting you
 - What you can do for them
 - What will this opportunity do or mean to you
 - What specific knowledge, skills, or abilities do you possess that will benefit them
 - Use specific examples of past performance
 - Show your interest in the organization's value, purpose, mission and reputation

Final Paragraph

- Take the initiative and state when you will follow-up with a phone call
- Always include your phone number, e-mail address, or ways in which they can readily contact you if they have any questions
- Thank the reader for their time and consideration

Sincerely,

(Your Signature in Black Ink)

Type Your Name

Enclosures