

**Mount Saint Mary College Career Center  
Newburgh, NY**

A **COVER LETTER** is a one-page letter of introduction that entices the employer to move on to your accompanying resume, references, and/or application. Because this letter is the first contact with the employer, it should enhance interest while being clear, concise, to the point, well organized and accurate.

**Do your research!** Know about the company and the position. Then show in your letter how your qualifications match those in the job description or posting.

**Cover Letter Tips:**

- Make sure your letter is error free --- **PROOFREAD, PROOFREAD, PROOFREAD!**
- The cover letter should be typed on the same bond paper you use for your resume.
- Address your cover letter to a specific person, the person who has the power to get you hired: (Dear Mr. \_\_\_\_\_: or Dear Ms. \_\_\_\_\_: )
- Create a “new” cover letter for each position for which you apply. (No form letters!)
- Each paragraph should be a minimum of two sentences, and thoughts should flow from one paragraph to the next.
- Avoid starting sentences with “I”. Instead, start with phrases whenever possible.
- Match your qualifications to the job responsibilities indicated
- Make a copy of each letter sent for your records.

~~~~~*How Do I Write a Cover Letter?*~~~~~

Street Address  
City, State, Zip  
Date

Person’s Name, Title  
Company Name  
Company Address  
City, State, Zip

Dear Mr. \_\_\_\_\_: or Dear Ms. \_\_\_\_\_:

*Make sure to cover all points in paragraph form. Double space between paragraphs.*

1. Explain purpose of letter (Response to an ad, invitation, referral, suggestion). State who you are (for example, a sophomore majoring in English) and why you are applying. (If you have been invited to apply, include name of that person.)
2. Briefly state your qualifications or background, as related to the job description or expectations. Make sure the qualifications you list are outlined in your resume. State dates, times available to interview and to begin work.
3. Close with a gesture of appreciation, interest or suggestion for continued contact. For example, “Thank you for your interest in my application. I look forward to hearing from you.” Or, “Thank you. I will contact you to determine your interest in my application.”

Sincerely,

*Signature here: Handwritten in black or blue ink*

Type your name here, under your handwritten one.

Enclosure (Type Enclosure under signature to verify that your materials are attached.)