

SAMPLE FORMAT (COVER LETTER)

Your Street Address

City, State, Zip Code

Date

Name of Person

Job Title

Company/Organization

Street Address

City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXX:

FIRST PARAGRAPH: The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization.

SECOND PARAGRAPH: Explain why you are interested in working for that employer or in that field of work, and most importantly, what your qualifications are (e.g., academic background/training, work experience, personal skills). Point out achievements that relate to the field in which you are applying, without duplicating exactly what is included in your resume. Connect them to the company's needs and show them you have research them.

THIRD PARAGRAPH: Refer the reader to the enclosed resume or other application instrument. Indicate that your resume summarizes your qualifications and background. Include any additional information that you think it is relevant for your future employer to know.

CLOSING PARAGRAPH: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at this person's convenience. If you will be in the geographic vicinity on a certain day, stress the importance of setting up an interview on that day.

Sincerely,

Signature

Your Name

Enclosure