

SUGGESTED COVER LETTER FORMAT

Current Address
City, State Zip Code

Today's Date

Mr./Ms. Person to Whom You Are Writing
Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name:

State why you are writing. Indicate the position, the field, or general area about which you are writing. Explain how you found out about the opening/organization and briefly tell why you are interested in the organization, type of work, or location. Use caution when using "I" and "me" to avoid a self-centered tone throughout the letter.

Refer the reader to your resume and mention a few of your main qualifications and skills from past experience/education, which directly relate to the organization/position at hand. Describe some of your personal characteristics which are especially relevant. Always write from the reader's point of view, emphasizing what you have to offer. Avoid vague statements; give proof by concrete examples without repeating your entire resume.

In closing, seek to elicit a response from the employer. Restate your interest in the position; indicate your willingness to arrange an appointment at the convenience of the employer, suggesting possible dates and times. Another good option is to indicate that you plan to follow-up the receipt of your letter by making a phone call within a specific time period. Thank the reader for his/her interest and state that you are looking forward to talking with the employer.

Sincerely,

(Your Handwritten Signature)

Your Typed Name

Enclosures
(includes resume and reference page)