MODEL OF A COVER LETTER

Applicant's Address
Applicant's Phone Number
(2 spaces)
Date
(2 spaces)
Name of contact person
Title

Use complete title and address

Organization
Street Address
City, State, Zip
(2 spaces)

If possible, address it to a particular person by name

Dear (contact person):
(2 spaces)
OPENING PARAGRAPH: Make it good!
*Make the reader want to continue reading
*May use a question that zeros in on a high-need area of the employer.
*Name the job for which you are applying. Tell how you learned about it.

Make that addressee want to read your resume. Be personable and be enthusiastic

*Mention the name of the person (if any) who referred you to the organization—preferably a colleague of the contact person.

BODY PARAGRAPH: Critical content section
*Acknowledge the skills required by the open position
*State the skills/strengths you will bring to the job and that parallel those needed to fill the position.

Be brief but specific your resume contains details

*Give examples of your skills and work experience—quanitified results, accomplishments, achievements—and how they will transfer to the job.
*You may wish to build this section from several short paragraphs that separate and emphasize your skills and strengths.
*Make the addressee want to read your resume, but don't reiterate your entire resume.

CLOSING PARAGRAPH: Push for personal contact; an interview.
*Refer to the documents enclosed or available, such as your resume, reference letters, a reference sheet, and writing samples.

Top and bottom margins should be egual

*Assert yourself by telling the contact person you will call him/her on a designated date to set up an interview. Alternatively, state that you are available for a personal interview at his/her convenience.
*Make it very easy for the person to contact you: list one or two phone numbers and days and times when you can be reached.   Yes, even though it's on the resume, state it again.

Always sign letters

Sincerely

(4 spaces – Don't forget to sign above your name)

If a resume or other enclosure is used, note in letter

Your name typed

Enclosures: Resume (list everything else enclosed)