

## COVER LETTER FORMAT

Your Street Address  
City, State, Zip Code

Date

Employer's Name  
Employer's Title  
Company Name  
Company Address

Dear \_\_\_\_\_,

**Section 1:** Tell what position you are applying for and how you found out about the position. State why you are interested in the organization.

**Section 2:** Explain and expand briefly how you meet the company's needs. State the educational, skill and personality traits that prepare you to contribute to the company in a unique way. Give example of something you did that relates to the position and reference to the enclosed documents/your resume. DO NOT put "see resume" for details. The cover letter should guide them to or make them want to read the resume for more information.

**Section 3:** Give a time frame in which you will call to arrange an interview, or indicate that you hope to be hearing from them soon, and indicate the best way to reach you.

**Section 4:** Thank them for their time and consideration.

**Sincerely,**

Your signature in black or blue ink

**Your name typed**

Attachments: Resume



WASHINGTON COLLEGE  
CENTER FOR CAREER DEVELOPMENT

**SAMPLE APPLICATION LETTER**

1000 Chicago Avenue  
Chicago, IL 22222

May 29, 2011

Ms. Jane Smith  
Manager of Human Resources  
Company ABCD  
2000 Franklin Avenue  
Chicago, IL 22222

Dear Ms. Smith:

I am applying for the financial analyst position that was advertised with Company ABCD earlier this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of finance and portfolio management. I have a background...from my internship with...My skills include...and I believe these make me a strong candidate for your position. As stated in your position description, you seek candidates who can abc. I have experience in doing abc and I was able to improve our quality/efficiency/sales by 100% while working on the xyz project. Also, I am a good analytical decision maker. For example, when charged with the zzz project last year, I was able to quickly adapt and solve the zzz problem for a positive outcome of 123.

I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 410-555-7777 or msample29@gmail.com.

Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Your name here