

Cover Letter Instructions



Your Name
Your street address
City, State, Zip Code
Phone
Email address

Date

Name of person
Title
Organization Name
Address
City, State, Zip Code

Dear Mr./Ms. _____: (Always use the name of person hiring. Avoid using “sir”, “madam”, or “To whom it may concern”.)

(Introductory paragraph) State why you are writing, if applying for a specific opening, state the name of the position and tell where you learned of the opening. Use the name of contact persons, if appropriate, or references to your sources of information.

(Description of interest and skills) You want to stress what you can do for the employer. Relate your interest, skills, and abilities to the organization you are contacting. Highlight relevant items/ skills in your resume, but do not repeat it. It is often hard to word, but you should mention personal or motivational factors that would convince the employer that you want to work for her/him and that you can get the job done. (Show that you have done your homework and that you know about and genuinely want to work for this organization.)

(Close by requesting ACTION) Pave the way for an interview by asking for an appointment or by indicating your plans for follow-up. (“I’ll call your office within the next few days to arrange an interview.”) For those employers at a distance, suggest a time you will be in the area, or suggest an appointment with a local office or branch. Reinforce your enthusiasm—be direct. Expect an interview! Include a gracious and sincere thank-you statement.

Sincerely,

(signature)

Your name (typed)

Enclosure