- Always enclose a cover letter when you mail out a resume.
- Cover letters should be individually typed and signed.
- Cover letter should be brief, one page, and follow the general guidelines given below.
- Leave a 1" margin on all sides, and make top and bottom margins equal.

Your Street Address
City, State Zip Code
Date of Letter

Contact's Name
Title
Company Name
Address
City, State Zip Code

Address your letter to a specific person. Employers tend to be complimented when you know their names and titles. (Consequently, it is worthwhile to make an effort to find out.)

Dear Mr. Guerra:

Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter, the specific position or type of work for which you are applying, and how you learned of the opening. Give information to show your specific interest in this company.

Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about the kind of job you want. Mention why you are interested in the position, the organization, its products or its services. Above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Don't make the reader try to guess what you would be interested in.

Refer the reader to your general qualifications on your enclosed resume. Use as much space as you need to tell your story, but keep it brief and to the point.

In your closing paragraph you ask for action. Indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise employers of your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. A positive request is harder to ignore than a vague hope.

Sincerely yours,
Sign your name here
Your Name
Enclosure