

Sample Cover Letter:

Your Name
Your Address
Your City, State, Zip
Your Telephone Number

Today's Date (spell out month, day, year)

Interviewer's Name
Professional Title
Organization Name
Mailing Address
City, State, Zip

Use tab key to create at least 5 spaces between city, state, & zip. This is acceptable format.

Format your cover letter with the same spacing as on the resume. See page 13.

Student Template

Dear Mr./ Ms. Last Name (**The Business Interviewer**):

First Paragraph (state the reason for the letter)

Briefly state what position you are applying for and how you heard of the opening. Create a statement that establishes a connection with your reader and you.

Sample lead in statement:

I would like to express my interest in the position of (...) recently posted on your website. I have always had an interest in (...) and was thrilled to see your newspaper ad for the position of (...).

Second Paragraph (Give a brief summary stating why you feel you are prepared for this position.) State relevant points about your qualifications for the reader. You may incorporate a column or bullet point format here.

{Refer back to your **resume** and the *skills, achievements, and work experience* for this information}

Third Paragraph (This is the closing stating where you can be reached, ask for a response, and thank the interviewer.) Initiate action by explaining what you will do next, example(s):

I can be reached by phone or email and look forward to hearing from you at your earliest convenience.

I look forward to hearing from you, and am excited to meet with your to discuss opportunities with (**Company name here**). Thank you for your time and consideration. Please contact me at your earliest convenience. I am eager to further discuss opportunities with (**Company name here**). Thank you for your time and consideration.

Sincerely,

Your Handwritten Signature

Your Name (Typed)

Enclosure: resume

Type this! It needs to be included in the format of your resume.