

COVER LETTER

(suggested content & layout)

***REMEMBER – this is just a guide. Every cover letter should be unique and original. Employers know when you are using generic cover letters.**

Your street address
City, State Zip Code
Email Address
(area code) Phone Number

Month Date, Year

Mr./Ms./Dr. First and Last Name of Person
Position or Title
Employer Organization's Name
Employer Street Address/P.O. Box
City, State Zip Code

Dear Mr./Ms./Dr. Last Name of Addressee:

Tell the reader why you are writing (i.e., regarding the position that interests you; if appropriate, indicate how you learned of the position and/or organization). Make a general statement about being a good candidate for the job.

Explain why you have targeted this particular organization: demonstrate your knowledge of its products, services, and operations (this means you must research the potential employer). Stress what you have to offer, not what you want from the employer. Identify those parts of your experience (paid or unpaid) that will interest this employer. Students and recent graduates can draw attention to relevant coursework, special projects and campus activities. In some cases, you will add detail to items included in your resume. Refer the reader to your enclosed resume for additional information.

Demonstrate your understanding of the duties of the position that you are applying for, and state how your unique qualifications fit the position. Request an interview appointment, or tell the reader that you will contact him/her soon in order to see if you can schedule a mutually convenient appointment. If the employer is some distance away, indicate when you would be available for an interview. (For example, if you will be traveling to the employer's location during an academic holiday, indicate the days you will be in that area.) Thank the reader for his/her time and consideration.

Sincerely,

Sign your name here

Type your name

THANK YOU Email

(after the interview)

- **Send a thank-you email or letter within 48 hours of the interview. Send it to the primary interviewer and cc it or send copies to others you met with throughout the day. If you send emails to others within the interview, remember to make it unique to your time with them. The hiring committee often shares these emails with each other and will be unimpressed if you simply changed the name and not the content.**
- **Indicate what you particularly enjoyed from the day's events and how the interview experience strengthened your interest in the position and organization.**
- **It is generally appropriate to contact the employer a week after sending the thank-you email or letter to show your continued interest and to ask if there is any additional information you can provide UNLESS they gave you a specific date of when they would be contacting you.**

To: Brian Larson <bal@cycloneengineering.com>
From: Roger Bentley <rbentley@iastate.edu>
Subject: Thank you for the interview
Date: September 17, 2012
CC: Monica Choi <mac@cycloneengineering.com>, Maxwell Fielding <mbf@cycloneengineering.com>

Dear Mr. Larson:

Thank you for the opportunity to interview with your company for the Manufacture Engineer position.

The discussion we had yesterday was particularly informative and I found the tour of your plant and the informal conversation with your engineering staff to be quite beneficial. I was impressed with the effective manner in which Cyclone Engineering has adapted the management-by-objective system to their technical operations. This philosophy suits my interests and training.

The entire experience has confirmed my interest in Cyclone Engineering, and I look forward to hearing from you soon.

Sincerely,
Roger S. Bentley

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(515) 294-2540
rbentley@iastate.edu