

COVER LETTER MODEL

Your Street Address
City, State Zip code
Telephone Number and/or
Appropriate email address

Date

(3 blank lines)

Mr./Ms. Recruiter's Full Name
Recruiter's Title
Department Name (if applicable)
Organization Name
Mailing Address
City, State, Zip Code

Dear Mr./Ms. Last Name Only:

The opening paragraph should state why you are writing and why you are interested in the organization. If you are writing a letter of application, you should name the specific position for which you are applying. Also, tell the employer how you became aware of the vacancy. If someone has referred you to this organization, this is the place to mention that person's name and point out that it was suggested that you contact him or her. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not titles, when trying to determine if a vacancy exists.

The middle paragraphs (usually one or two) are where you draw attention to your resume and highlight specific skills relevant to the potential employer. Present your motives for seeking employment with this organization and cite achievements and qualifications related to the position desired. Select and emphasize key points in education credentials, training, work experience, or relevant personal qualities. This is accomplished by carefully reviewing the position announcement and connecting your knowledge, skills and experience to the duties and responsibilities outlined in the posting.

The closing paragraph states what you will do next (such as connecting to arrange an interview at the employer's convenience) or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration. End with a thank you statement. This can be part of the last paragraph or on a separate line.

Sincerely,

(3 blank lines for signature area)

Your name typed

Enclosure *(This indicates that your resume and/or additional materials are enclosed)*

COVER LETTER FORMATTING

- A cover letter is an example of your ability to communicate effectively. As a result, correct formatting is important.
- Prepare a separate, personalized cover letter for every resume you submit.
- A cover should be only one page in length, but there should also be enough text so that the page is appropriately filled with text.
- Utilize at least one inch margins.
- The use of full block format strongly encouraged. This is where all text (the date, address, salutation, paragraphs, and closing) begins on the left-hand margin.
- The font style and point size should be easy to read; typically the same font as your resume.

ADDITIONAL CONSIDERATIONS

- Always write to an individual. If no name is given on a position announcement, contact the organization to get the contact person's name – avoid “to whom it may concern.”
- Keep the tone and content professional. Be succinct and gear the letter to the needs of the reader.
- Be wary of the overuse of the personal pronoun "I" and avoid using humor and catchphrases.
- Do not minimize your experience. The purpose of the letter is to highlight your skills, not to apologize for where they may be lacking.
- Be able to support the statements you make about yourself with specific examples.
- Watch grammar and spelling, do not rely on spellcheck. Remember that this is an example of your writing skills. Proofread multiple times, and ask others to edit your letter for mistakes.

If submitting a hardcopy documents, use good quality paper that matches your resume paper. Print your documents on quality printer.

When submitting your documents electronically, put the text of your cover letter in the body of the email rather than attaching a separate document to the email. This will make it easier for employers because they will not have to open up an attachment. When formatting a cover letter in this manner, follow the exact same format as described above. The only changes would be that you do not need to include a date. Moreover, you do not need to include your address information. If an employer responds to you, they will likely use email, but include your phone number as well just in case.

If the employer specifically asks you to “send” or “attach” a cover letter to an email, create a separate Word or PDF document with your cover letter and attach that to the email. In the body of the email, place a brief message in the body of the email to encourage the employer to open the attachment(s).

As always, make sure that you are using a professional email address for all correspondence with employers. The email address that you use for your cover letter should match the one that is listed on your resume.

The voicemail greeting of the phone number you list must be of a professional nature.