

Write Your Own Cover Letter

Your Street Address
City, State, Zip Code

Date

Name of Person
Job Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXX: or Dear Hiring Representative,

FIRST PARAGRAPH: The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization. Introduce your credentials, professional experiences and personality traits.

SECOND PARAGRAPH: Explain why you are interested in working for that employer or in that field of work, and most importantly, what your qualifications are (e.g., academic background/training, work experience, personal skills). Point out achievements that relate to the field in which you are applying, without duplicating exactly what is included in your resume. Connect them to the company's needs and show them you have researched them. The key is to include information about the company and to show fit with them.

THIRD PARAGRAPH: Refer the reader to the enclosed resume or other application instrument. Indicate that your resume summarizes your qualifications and background. Include any additional information that you think it is relevant for your future employer to know.

CLOSING PARAGRAPH: Indicate your desire for an interview. Let them know they can contact you by phone and/or email if they need additional information. Thank them for their time and consideration.

Sincerely,
Your Name