

Example of Cover Letter

Your Name
Address
City, State, Zip

Date of letter

Mr. John Doe
Title
Company
Address
City, State, Zip

Dear Mr. Doe:

1st paragraph: Tell why you are writing; name the position, or field, or general vocational area about which you are asking. Tell how you heard of the opening or organization. Why should they read on?

2nd paragraph: Mention three or four qualifications you think would be of greatest interest to the employer, slanting your remarks to their company, location or type of work. Refer to your resume. If you have had a related experience or specialized training, be sure to point it out.

3rd paragraph: Close by making a specific request for an interview. If, instead of wanting an interview, your request was for further information concerning the opening, it would be polite to enclose a self-addressed, stamped envelope. (i.e. for an application) Make sure your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

(Your handwritten signature)

Type your name

Enclosure

How to Write a Cover Letter

1. Always get the name and title of the person responsible for hiring. Address your letter to that person.
2. Enclose a typed resume. Be sure it is free of errors.
3. State the position for which you are applying.
4. Relate how your education and any work experience have made you qualified for the position.
5. Avoid any mention of salary.
6. Request an interview in your cover letter.
7. Follow up the letter with a phone call.

Points to Remember

1. Don't use pre-printed letter. Always type an original.
2. Be careful with grammar, punctuation and spelling.
3. Be organized. Your letter should have an attention-getting opening, a persuasive middle and a motivating end.
4. Single space your letter.
5. Don't lose graphic appeal. Keep your letter well spaced, margins even and neat.
6. Say what you want to say. Don't beat around the bush, use cutesy phrases or drag through two pages. Short letters are more appealing to busy people.
7. Don't forget to sign the letter. Not signing indicates a lack of attention to detail.
8. Usually you will receive a letter or a phone call. Don't get frustrated if you don't receive an immediate response. If you are mailing to a post office box it can sometimes take several weeks to hear from the employer.
9. Don't mail one letter and give up. FOLLOW UP with a second letter if necessary. If you need help or suggestions, contact the Graduate Employment Services.