

BASIC SAMPLE COVER LETTER

Your Street Address
Your City, State Zip

BLOCK SYLE- all sections
left-aligned

Date

Name of Recipient
Title
Company
Address

NOTE: formal business letters should have margins of at least one inch around the entire page. These reduced-size examples do not necessarily illustrate that practice.

Dear Name of Recipient:

INITIAL PARAGRAPH: State the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (i.e., Career Services Center, news media, friend, employment service) you learned of the opening. Some examples include:

I am writing to express my interest in the position of _____.
Your advertisement in the _____ for a _____ seems to perfectly match my background and experience.
I am writing to you at the recommendation of _____.
In response to your job posting for a _____ on your company's website, I have attached my resume for your consideration.
If you are seeking a talented, motivated salesperson for your outside sales team, I believe my skills and background are a good match for your organization.

SECOND PARAGRAPH: Indicate why you are interested in the position, the company, its products or services. Demonstrate that you have researched the organization by stating something about their mission, latest products, business ventures, etc. State clearly what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a well-qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in your resume. Refer the reader to the enclosed resume or application form which summarizes your qualifications, training and experience. **Sell yourself! Convey enthusiasm!** Some examples include:

My qualifications for the position include . . .
I believe my background in . . .
I have experience/education in the field of . . .

THIRD PARAGRAPH: In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your telephone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question which will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Some examples include:

I look forward to discussing my qualifications with you further in person . . .
Should you be interested in my qualifications . . .
For an interview, I can be reached at . . .

Sincerely,
Your Signature

Your Name

The sample cover letters included in this guide illustrate a variety of styles and formats. All of the identifying information on the letters is fictitious.