

COVER LETTER GUIDE

Sample 1

Same Heading as Resume



Your name
Mailing address
City, state, and zip
Telephone number(s)
Email address

Today's date

Your addressee's name
Their Professional title
Organization name
Mailing address
City, state and zip

Dear Mr. (or Ms.) last name,

Start your letter with a grabber—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying "thank you."

Sincerely yours,

Your handwritten signature

Your name (typed)

Enclosure: resume

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Sample 2

Same Heading as Resume



Your name
Mailing address
City, state, and zip
Telephone number(s)
Email address

Date

Recruiter, Title
Company
Address
City, State Zip Code

Dear Recruiter,

First Paragraph: In your 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 (career center, news media, friend, employment service) you learned of the opening.

Second Paragraph: Indicate why you are interested in the position, the company, its products or service—above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you've had some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

Third Paragraph: Refer the reader to the enclosed resume or application blank which summarizes your qualifications, training, experience, or whatever media you may be utilizing to present yourself.

Final Paragraph: In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone 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. Or, state that you will call on a certain date to set up an interview. Or, ask if the company will be recruiting in your area, or if they desire additional information or references.

Sincerely yours,

Your handwritten signature

Your Name

Career Services
Wayne State University
1001 F/AB