

Cover Letter

When you apply for a position, you should include a cover letter with your resume. The purpose of the cover letter is to briefly expand upon the skills and experiences in your resume and to link them to the position that you are applying for. The cover letter should be typed and signed and should follow the format below.

Your Present Address
City, State, Zip Code

Date

Person's Name
Title
Employer Name
Street Address
City, State, Zip Code

Dear (Mr., Ms., Dr., etc):

(First Paragraph)

In this paragraph you will state the purpose for writing. That is, you will want to list the specific position for which you are applying, including the posting number if available, and how you learned about the posting. Conclude this paragraph with an introduction to your skill set as it relates to the position.

(Second Paragraph)

Explain why you are interested in this position and company. This is an opportunity to show that you have done some research into the organization. Relate your academic and work experience to the position for which you are applying. Rather than repeat all of the information in your resume, highlight specific accomplishments and unique qualifications. Try to present the information in a way that shows a progression towards the position that you are applying for.

(Final Paragraph)

Introduce the possibility of an interview and offer your plan for following up. Include your e-mail and telephone contact information. Thank the employer for taking the time to review your application.

Sincerely,

(Your written signature)

Your typed name

Enclosure(s) (refers to enclosed resume and other required materials).