

## Cover Letter Guide

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Name  
Address  
City State Zip Code  
Home Telephone Number  
Cell Phone Number  
Email Address

Date

Person's Name  
Title  
Company Name  
Address  
City State Zip Code

Dear Name,

Use the name of the person that is going to read this if possible.

### Introduction

Introduce yourself. Write a polite statement that tells the employer to accept your application for the position. If you are replying because of an advertisement, refer to it. Don't write "I am writing". It's obvious that you are writing.

### Middle

**NOTE:** Learn about the company you are applying to when writing a cover letter. It can help you explain why you are a good match for the position and the company.

- Tell how your experience is relevant to the position you are applying for. Make this information a selling point. Build it up in a positive way. Don't be too specific. Do not repeat or refer to information that is on your résumé.
- Make the employer want to read your résumé.
- Tell why you are a good match for the position and this company.
- Give reasons that the employer should hire you. Convince the employer that you are right for this position.
- Write a concluding statement that tells the employer you are right person for this position.

### End

- Request an interview, and thank the employer.
- You might want to tell the employer that you will contact him or her.

Sincerely,

Signature

Typewritten name

Enclosure