

COVER LETTER AND REFERENCE GUIDELINES

Paragraph 1: State clearly and briefly why you are writing - name the position, field, or general occupational area about which you are inquiring. Mention where you heard of the company or specific job opening.

Paragraph 2: Briefly introduce your background and mention the qualifications that would be of greatest interest to this particular employer for this specific position (if you are applying for a specific position). **Do not** just repeat what is on your resume, but emphasize and expand upon your relevant accomplishments/skills. Demonstrate that you have researched this company/position.

Paragraph 3: If you are not applying for an advertised position, close by saying that you will call during the week of _____ (shortly after they have received your resume and cover letter) to confirm that they have received your resume. (You should **never** call if you are responding to an ad that states, "no phone calls.") Thank the person for his/her time and consideration.

References

Your references should be listed on a separate sheet of paper headed **References for (your name)**. List your references (professors, supervisors, acquaintances who are known in your field, community leaders, etc.). Include name, title, place of employment, work address, work phone number, and e-mail address, if applicable. (In some cases, it is a good idea to give the best times to reach the person.) Occasionally it is appropriate/necessary to give home addresses and phone numbers. List three to five references. **NEVER list someone as a reference without asking his/her permission first!** Choose people who know your academic or professional work, and who will say good things about you. You may want to give your references a copy of your resume and discuss areas that you would like them to mention. Unless you are asked for your references prior to an interview, bring this list with you to the interview. You may be asked for references at that time. It is a good idea to also bring a copy of your resume to your interviews.

COVER LETTER EXAMPLE #1

Your Name
Your Street Address
City, State, Zip Code
Your Phone Number

Date

Name of Person to Whom You Are Writing
Title of Person
Name of Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. _____:

Some examples of first sentences: **This is an application for the _____ position advertised in _____; I would like to discuss career opportunities that would allow me to use my _____ skills.; I was referred to you by the Career Center at Vermont Technical College.; I am interested in your _____ training program.**

Paragraph #2 phrase examples: **As you can see from my resume,...; Your company's work in the area of _____ is particularly interesting to me because...; Your firm was recommended to me by _____ because of its excellent reputation for _____.; My experience as a _____ at _____ developed my _____ skills, which would enable me to _____ for your company.; My senior project for my _____ course is _____.**

Closing paragraph sentence examples: **I will be in _____ during the week of _____. I will call to confirm that you have received my resume.** (unless you are responding to an ad that states "no phone calls"); **Thank you for your time and consideration of my application. I look forward to hearing from you** (if you are not calling them).

Sincerely,

(Your Signature)

Your Typewritten Name

Enclosure (or Enclosures)