

WRITING A COVER LETTER

My Name
My Street Address
My Town, State, and Zip

Today's Date

Name of Addressee
Title of Addressee
Name of Company
Street Address
Town, State, Zip

Salutation (Mr. or Ms. or Mrs. Do NOT guess "Mrs." if you don't know the marital status of a woman. If you're unsure, the **default is "Ms."** If you can't find a name after extensive searching, use a title. If you can't find a title after extensive searching, don't use a salutation at all, just skip to the content as shown later in the example cover letter.)

Introductory sentence: BRIEFLY states where you found the ad and expresses enthusiasm for the job. The next sentence BRIEFLY states why you're a good fit for the position. The rest of the paragraph expands upon that, *responding to specifics in the ad* and explaining how you are in sync with the company. It's a SHORT paragraph.

The second paragraph: Should be meaty, **using language from the ad** and **specific examples** from your academic or work experience. Talk about projects you've completed, work you've done. Use action verbs, NOT passive language. *"I designed"* not *"It was designed."* The company needs work done, it's your job in the letter, to use examples from your past to show you're the person who can come in and get the work done using language from their ad. Be excited about your work, talk about your specific skills. The company won't know what you are capable of until you break it down step by step and tell them what you've done. If necessary, you can use two paragraphs for this. Do not assume they've read your resume, in most cases, they haven't. **Don't spend a lot of time writing about what this job can do for you.** This job will be great for anyone they hire.

Closing paragraph: Reiterate your enthusiasm for the company and add a follow up sentence. Don't forget to sign your letter.

Sincerely,

Your name