



Cover Letter Formula & Samples

F2

Your Present Address
City, State, Zip Code
Date

Mr/Ms. Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr/Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity for you to "make the match" by outlining your qualifications and skills as they relate to the job. However, do not repeat all the information on your résumé. Select one or two of your most important qualifications for the position and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. When responding to a job announcement, refer to the requirements listed in the announcement to facilitate the task of matching you to the job. Mention your enclosed résumé to the reader.

The final paragraph is your closing. Make a specific request for an interview, suggesting a date and time, or indicating that you will phone in the near future so see if an appointment can be arranged. Make sure your closing is not vague, but makes a specific action from the reader likely. Lastly, thank the reader for taking time to read your letter.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure (Indicates your résumé is in the envelope with your letter)

Sample Letter of Application

456 School Street
Stillwater, OK 74078
March 15, 2005

Ms. Jane Doe
College Recruiting Manager
Big Company, Inc.
999 Major Highway
Big City, State 00000

Dear Ms. Doe:

I am writing to apply for the marketing representative position available in your Dallas office. I learned of this position through the Career Services office at Oklahoma State University. My educational background and work experience support my strong interest in a career with Big Company, Inc.

As you can see from my enclosed résumé, I am completing a degree in agribusiness with an emphasis in marketing. My coursework has included training in market analysis, business management, agricultural communications, and a variety of computer programs and applications. My first internship provided valuable exposure to marketing plan development for an agricultural equipment company. In my second internship with a large trade organization, I was responsible for coordinating a community involvement campaign and marketing an associated youth leadership workshop to potential participants. I also trained six other interns on the new database I created to manage the program's records.

My research has revealed that Big Company, Inc. is a leader in the agricultural industry. I am especially interested in the strides Big Company has taken in developing new products to address requirements of tomorrow's agricultural production demands. My background, skills and goals appear to match those outlined in your position announcement. I am genuinely interested in contributing to the further success of Big Company.

I would like the opportunity to visit with you to discuss the marketing representative position. I will call you late next week to see if a meeting time can be arranged. Please feel free to contact me at 405-999-9999 in the meantime. Thank you for considering me for this position.

Sincerely,

Steve Student

Enclosure

Sample Letter of Inquiry

123 School Street
Stillwater, OK 74078
October 15, 2004

Mr. John Doe
Human Resources Manager
XYZ Company
999 Corporate Avenue
Big City, State 00000

Dear Mr. Doe:

After visiting with several XYZ recruiters at the Oklahoma State University Fall Career Fair, I checked your company's Web site and am even more intrigued with some of the recent projects. I am writing to inquire about employment opportunities with XYZ Company.

I will graduate in May 2001 with a degree in Environmental Science. I became interested in environmental issues prior to entering OSU, and planned my education based on this interest. My summer internship with a large environmental consulting firm convinced me to pursue a career in the environmental industry as my interest has now become a passion.

My résumé is enclosed for your consideration. As you can see, several of my electives, such as Ecological Methodology, Limnology and Applied Climatology specifically address the skills XYZ Company is seeking in Management Training Program candidates. I am confident in my career direction and in my abilities to perform the tasks required by your organization.

I would appreciate the opportunity to meet with you to discuss my education and qualifications. I will call your office next week to see if a meeting time can be arranged at your convenience. If you need to contact me, my number is 405-123-4567. Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Sally Student

Enclosure