



WILLIAM MITCHELL
COLLEGE OF LAW

Cover Letter

(Accompanying a resume or application)

**Each letter should be
tailored to a specific opening**

**Address your letter to a
specific person**

**Center letter from top to
bottom of the page**

**Do not completely reiterate
your resume**

Always sign your letters

Your Street Address
Your City, State and ZIP Code

Current Date

Name of Person
Person's Title or Position
Name of Company
Street Address
City, State and ZIP Code

Dear _____ :

FIRST PARAGRAPH: State why you are writing, name the position for which you are applying, and tell how you heard of the opening. You may also refer to another person. (If someone your reader knows suggested the position to you, mention his/her name).

SECOND PARAGRAPH: Explain your interest in working for this particular employer, including your interests in this specialty area and/or geographic location. (Do your research on the employer so that your reason for interest in them is specific and not general information.)

THIRD PARAGRAPH: Stress why this employer should hire you. Elaborate on your accomplishments and skills and how they relate to this type of work or to the current opening.

FOURTH PARAGRAPH: Having created a desire in the reader to know more about you, close the letter by asking for a course of action. Suggest a day or week when you will be available for an interview or state that you will contact them in a specified time frame to follow up.

Sincerely,

Your signature

Your Name (typed)

enclosure(s)