

COVER LETTERS

Throughout your job search, you will often make your first impression with an employer through your writing, and you will want that impression to be outstanding. Correspondence, whether an email or hard copy letter, should be professional, tailored, concise, and well-written.

SAMPLE COVER LETTER FORMAT

Your full name
Street address
City, State and ZIP

Date

Contact Name
Title
Company or Organization Name
Street address
City, State and ZIP

Dear _____:

(Paragraph 1) State your reason for contacting this organization (i.e. the position you are seeking and the department, how you learned about the available job). Introduce yourself (major, year in school, what school you attend, etc.).

(Paragraph 2) Describe your specific interest in the position, field of work, company, etc. Relate your relevant interests, skills, and abilities to the organization you are contacting. Highlight the elements of your background which relate to the position. Use action verbs to connect your experiences to the job description. Try and limit to two good examples and why they show you are a good fit.

(Paragraph 3) Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position. Express your desire to arrange an interview and indicate how you can best be reached. You can also include: I am enclosing/attaching my resume for your consideration. Lastly, thank the interviewer for his or her consideration.

Sincerely,

Your Signature Here

Type your full name