

Writing a Cover Letter

Sample letter of application/cover letter

Use header information and format from your resume

Date

Individual name (if possible)

Title

Employer

City, State



Dear Mr./Ms./Mx. _____:

Introduction Paragraph: Tell why you are writing; the specific name of the position and company you are applying to. Tell how you learned of the opening or organization if it is pertinent (referred by someone within the organization or similar). Can include a short statement of why you like the company/agency. Tell why you are particularly interested in their company, location, or type of work.

Body Paragraph(s): Tell your story. Mention two or three main qualifications you think would be of greatest interest to the employer, target your remarks to their point of view. If you have had experience, be sure to point it out, but be careful not to just repeat the resume.

Conclusion paragraph: Refer the reader to your enclosed resume or application. Offer to provide additional information or answer questions at their request. Close by making a request for an interview; you can also reiterate your preferred method of communication. Make sure your closing is not vague and makes a specific action from the reader likely. Thank them for their time.

Sincerely,

(your handwritten signature here)

Type your name

Writing a Cover Letter

Other tips

Sell Your Experiences - Remember - what really interests prospective employers is what you can do for them, not how you would benefit

Don't Repeat - The cover letter is a chance to expand upon your experiences/skills, not to re-list your resume

Tell A Story - Consider what experiences you have and make it interesting to read, you don't want your letter to sound exactly like everyone else's

Be Concise - You cannot include everything, so choose what is most important for the employer to know

Tailor It - Don't write the same exact letter for each employer

Always:

- Have someone with a good knowledge of language review the spelling, grammar and paragraph construction
- Limit your cover letter to one page
- Only submit the materials they ask for – no more, no less!
- Use the same format (font style and size, margins, etc.) as your resume
- Submit as a PDF file, unless the organization indicates otherwise

Never:

- Send a resume without a cover letter
- Mention salary requirements (unless requested to)
- Use hyperbole to describe yourself or your achievements
- Lie or stretch the truth. Honesty will get you a position suited perfectly for you and your abilities

