

COVER LETTER

Date

Contact Person, Title
Organization/Company
Street Address
City, State, Zip

Dear (Contact Name):

FIRST PARAGRAPH: State the reason why you are writing and the specific position for which you are applying. Indicate how you learned about the employer and/or opening. If applicable, mention the name of any referring person. (Reference to your enclosed resume can be mentioned in the first or last paragraph.) Point out that you believe your skills and qualifications are a good fit for the position/company.

BODY OF THE LETTER (should be two paragraphs): Briefly explain your background (education and/or experience) and why you are interested in this type of position/company. Summarize some of your strongest qualifications as they relate to the job (be specific). Mention personal achievements/involvement (i.e. leadership experience, volunteer work, awards, etc.).

CLOSING PARAGRAPH(S): Refer the reader to the resume (or application form) you are enclosing if you haven't done so in the first paragraph. Declare again your interest the position. State that you would look forward to an interview and/or talking with them in more detail about the position. Mention your contact information (phone number and email) and the best time to reach you*. End the letter with an appropriate closing such as "thank you for time and consideration."

Sincerely,

{Signature}

Your name (typed)

Enc(s).

**You can use your "header" from your resume on the top of your cover letter and skip including contact information in the last paragraph. You can also include it under your signature and typed name if you prefer.*