

GUIDE FOR COVER LETTERS

Your Address
City, State ZIP Code
Date

Name
Title
Employer
Street Address
City, State ZIP Code

Dear _____:

First Paragraph: Be enthusiastic and indicate your reason for writing (i.e., the specific position, type of work). Tell how you learned of the opening. (If referred by someone—professor, relative, former employer, etc.—it is a good idea to mention that person's name and that s/he suggested you write.) State reason(s) for your interest in the position and/or the organization.

Second Paragraph: If you recently graduated, explain how your academic background makes you qualified for the position. If you have related experience, point out specific achievements or unique qualifications. **DO NOT REPEAT THE SAME INFORMATION FOUND IN THE RESUME.** This is a good place to mention **ADDITIONAL** information not stated in your resume. Tell them why you are particularly interested in their organization. Say something about their website or something you have seen in a publication by the organization.

Third Paragraph (may be combined with second paragraph): Refer to the enclosed resume, which summarizes your qualifications, training and experience.

Final Paragraph: Indicate your desire for a personal interview to further discuss how your background and interests fit the needs of the organization. Recognizing that the reader will be receiving more than just your resume, assume the responsibility for the next step—"I will call your office next week to see if a mutually convenient time can be arranged." (And then do it!) In the interim, restate your contact information (telephone number(s) and email address(es)) and your accessibility to provide any further supportive information (e.g., references, portfolio, writing samples, etc.). Thank the reader for their time and consideration of your qualifications.

Sincerely,

(Sign your name)

Your Name (Typed)
Email and/or phone number