

Cover Letter 101

Your street address
City, State, Zip Code
Phone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. Last Name
Title
Name of Organization
Street or PO Box Address
City, State, Zip Code

Dear Mr./Ms./Dr.: (Last Name Only)

Opening paragraph: State why you are writing, how you learned of the organization or position, and basic information about yourself.

Body: Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications from the job description that make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items of your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

Closing: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about the opportunities or hiring plans. State what you will do to follow up, such as call the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information if needed. Thank the employer for her/his consideration.

Sincerely,
(Your handwritten signature)
Your name typed