Cover Letter Template

Use this template as a guide to writing your cover letters.

Your Name

Street Address

City, State Zip Code

Phone Number

 Date

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you’re interested in working for this employer and specifically how you fit this position. Don’t repeat the information on your resume. Include something special or unique that will benefit the employer. Remember that the reader will consider this a sample of your writing skills. You should literally include words and phrases from the job description in your cover letter. You can include a bulleted list of your accomplishments. Be sure to include quantifiable results(numbers) in this list.. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to add some specific dates and times that you are available or that you have the flexibility to meet with them when it is convenient for them. Thank them for reviewing your cover letter and resume/application. Be sure to let them know that you plan to follow up with them. Finally, thank the employer for his/her time.

Sincerely, (Your Signature in blue or black ink) Your name

Enclosure