

What to Include in a Cover Letter

Date you will mail letter

Your Name

Your street address or PO Box

Your city, state and zip code

Your phone number (optional here)

Name of contact person

Company

Co. address or PO Box

Co. City, State and Zip Code

Dear Ms., Mr. or Dr. _____: (Never address "To Whom It May Concern," or "Dear Sir or Madam.")

If you absolutely cannot obtain a person's name, then use the salutation "Dear Personnel Director:" or similar.)

First Paragraph:

Purpose: To grab the reader's attention and establish interest in employment with that company!

- Provide an opening sentence which entices the reader to continue reading.
- Name the job for which you are applying if you know of a specific vacancy with the organization, also tell how you learned of the position.
- Mention the name of the person (if any) who referred you to the organization and vacancy-preferably a colleague of the contact person.
- If you are unable to identify a contact, then mention specific knowledge of the company to indicate your interest.

Second Paragraph: (This may be more than one paragraph.)

Purpose: Demonstrate your abilities relating to the position, and your potential value to the company, by highlighting your key strengths and experiences!

- Acknowledge the skills required by the position in which you are interested.
- State the specific skills/strengths you are prepared to bring to the company. These skills should parallel those qualities needed to succeed in the position you are applying for.
- Give examples of your skills and any related work experience (quantified results, accomplishments, and achievements). Explain (or show) how these skills will transfer to the position for which you are applying.
- Try not to repeat the exact information on your resume, instead refer reader to enclosed resume or application.

Final Paragraph:

Purpose: Ensure follow-up action and extend your appreciation for being considered!

- It is best to indicate that you will take the initiative in contacting the employer. End your letter with an action statement. (I will be contacting you on Wed. afternoon to discuss scheduling an interview.)
- Make it easy for the person to contact you. Even though it is on your resume, you should list phone number(s), days, and times where you can be reached.
- Thank them sincerely for their time and consideration of your application.

Sincerely,

Sign your name in ink (if you are mailing or hand-delivering)

Type your name

Your phone number (optional here)

Enclosures: Resume
 Application