

COVER LETTER GUIDE

Your current address
City, State, Zip



You may also use the header on your resume here rather than having your information centered left as displayed.

Date of Writing

Ms./Mr. _____

Title

Company

Business Address

Dear Ms./Mr. _____:



If you are being referred by someone, include their name in this paragraph.

Your opening paragraph should arouse interest of the reader but also reference why you are writing the letter. If you are applying to a specific job, make sure to reference the job and where you found it.

The body of your letter (either one paragraph or two) should address two questions: why you are interested, and how you are qualified for the positions and therefore should be granted an interview. Give details of your background, skills, and experience that prove your ability to achieve and create results. Be as specific as possible as to the unique qualities that bring to the table that may or may not be highlighted on your resume.

In your closing paragraph, is where you express how and when you will follow up with the employer. Express your interest in an interview. For example, "if you would like to contact me sooner with any questions or for an initial interview, here is my phone number: 000-000-0000." Be confident and reliable. If you say you will follow up, make sure to follow through with that commitment.

Sincerely,

(signature)

Your Name typed



Be specific with how you will follow up: "I will make sure to visit your table at the ____ University Career Fair" or "I will make sure to follow up with a phone call in two weeks on (date). If you would like to contact me for more information or to schedule an interview, the best way to contact me is at: xxx-xxx-xxxx."