



COVER LETTER FORMULA

Your Present Address
City, State, Zip Code

Date

Mr./Ms. Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction and should be three to five sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Allow your excitement/passion to come through; try to get the reader's attention. You might mention a name or refer to an article, event or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity for you to "make the match" by outlining your qualifications and skills as they relate to the job. However, do not repeat all the information on your résumé. Select three or five of your most important qualifications for the position and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence (provide specific examples) of your functional skills and of the qualities you possess. When responding to a job announcement, refer to the requirements listed in the announcement to facilitate the task of matching you to the job. Mention your enclosed résumé to the reader.

The final paragraph is your closing. Summarize your skills in a way that focuses on what the employer needs. Make a specific request for an interview, or opportunity to discuss the position. Indicate that you will phone in the near future to see if an appointment can be arranged. Leave your phone number and/or email for quick reference. Lastly, thank the reader for taking time to read your letter, and their consideration.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure (Indicates your résumé is in the envelope with your letter)