

# WRITING A COVER LETTER

## COVER LETTERS

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It is always important to include a cover letter with your resume. A cover letter personalizes you to the contact person for the job and also helps to direct your resume to the right department. Cover letters should be:

- The cover letter should be tailored to the job, the organization, and to the person to whom you are sending your resume; never a form letter.
- Addressed to an individual by name, including correct title, company name and address.
- Build a strong connection between yourself and the position for which you are applying. Point out skills, talents, accomplishments, and special training you have which the position requires.
- End your letter with a request for action and “thank you” for consideration.

Use complete title and address.

If possible, address it to a particular person by name.

Make the addressee want to read your resume. Be personable and enthusiastic.

Be brief but specific.

Top and bottom margins should be equal.

Always sign letters.

If a resume or other enclosure is used, note in letter.

Applicant's Address  
Applicant's Phone Number  
Date of Letter

Employer's Name and Title  
Employer's Address

Salutation:

**Opening Paragraph:** State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization.

**Middle Paragraph(s):** Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that related to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

**Closing Paragraph:** You may refer the reader to your enclosed resume (which gives a summary of your qualifications) or whatever media you are using to illustrate your training, interests, and experience. Have an appropriate closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Signature

Your name typed

Enclosure: Resume