

SAMPLE COVER LETTER

(Your) Mailing Address
(allow 2 lines for address)
Date

Employer's Name
Title
Company Name
Mailing Address

Dear _____:

First Paragraph. In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and indicate from which resource (career center, news media, friend, employment service) you learned of the opening.

Second Paragraph. Indicate why you are interested in the position, the company, its products or services, and above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate. Try not to repeat the same information the reader will find in the resume.

Third Paragraph. Refer the reader to the enclosed resume or application form which summarizes your qualifications and experiences, or to your portfolio.

Final Paragraph. In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. State your phone number in the letter. If possible, state that you will contact them to ensure their receipt of your resume and to discuss your opportunity for a personal interview. You should include the date you will call. If you have a contact name, state that you will call on a specific date to confirm receipt of your resume and to discuss your opportunity for a personal interview. Ask if the company will be recruiting in your area, or if it desires additional information or references.

Sincerely,

Signature
Type Name

Enclosure (Always send a resume with your cover letter.)

Adapted from **Employment Guide for College Seniors**, Simsbury Management Group. Copyright. Simsbury Management Group, 1989. (Revised 2004)

See: **Planning Job Choices 2008** for other sample letters.