

COVER LETTER GUIDE

Same Heading as Resume



Your name

City, state, and zip

Telephone number | Email address

Today's Date

The Hiring Manager's Name

Their Professional Title

Organization Name

Mailing Address

City, State and Zip

Dear Recruiter,

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

Second Paragraph: Indicate why you are interested in the position, the company, its products or service—above all, what skills, qualifications and competencies you bring to the job. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you've had some practical work experience that relates to the position, point out your specific achievements or unique qualifications. Expand on information from the resume or add new information not found on the resume that will be of interest to the reader.

Third Paragraph: Thank the employer for considering you for the position. Indicate your desire for a personal interview or discussion about how your skills fit their needs. Offer to provide any additional information that they may need. Let them know you look forward to hearing from them about a date and time for an interview that works best with their schedule.

Sincerely,

Your Name (typed or signature)

Brought to you by:

