

Cover Letter Examples?

Your present address
City, State, Zip Code

Today's date Individual's

First & Last Name
Title
Company
Street Address
City, State, Zip Code

Dear First Name Last Name – Dear Hiring Manager (if name is not known),

Introduction: This is your introduction paragraph in which you indicate the reason you are writing this letter, the specific position or type of work for which you are applying and how you learned of the opening (career center, name of publication or website, friend, employment service, etc.). Additionally, you may choose to state your educational background in this section. You may also consider adding one or two sentences about the organization's mission and/or values and how those relate to your personal values or background.

Body: (One to two paragraphs) in this section, you will emphasize what you can do for the employer. It is important to explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Do not just state the skills that you have but give concrete examples of how you possess those qualities or skills. Try not to repeat the exact same information the reader will find in the resume. You may want to highlight any special leadership experiences or language skills in this section. As much as possible, tie your qualifications to the employer's needs, particularly those expressed in the job description.

Conclusion: In the closing paragraph, indicate your desire for a personal interview. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience. Repeat your contact information and offer any assistance that will help to promote a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would like the opportunity to speak with them. Or ask if the company will be recruiting in your area.

Sincerely, (Optional: your neatly handwritten signature here)

Your name typed.

Cover Letter Outline

Identical Header from Your Resume with Name and Contact information

Date

Your Contact Information

Name

Address

City, State, Zip Code

Employer Contact Information

Name (if unavailable use Hiring Manager or Search Committee) Title

Company

Address

City, State, Zip Code

Salutation

Dear [Hiring Manager's Name],

Opening Paragraph

State which positions you are applying for and where you found the opening. Give information that shows your interest in the company and why you are writing. Explain why you are interested in working for this employer.

Body Paragraph – Additional Body Paragraphs can be used to explain one's experience.

Point out two or three relevant achievements or qualifications you have that will benefit the employer. Relate your achievements/qualifications back to the organization and job description. Avoid repeating information found on your resume.

Closing Paragraph

Thank the employer for their consideration. Leave the reader with one last highlight either about yourself or why you would like to work for that company.

Complimentary Close

(Best regards, Sincerely, Warm regards),

Your Full Name