

## Cover Letter Template

Your Street Address, Apartment #

Your City, State, Zip

Phone Number/Email

Date

Name of Employer (Mr./ Ms.)

Title

Organization Name

Street Address, Suite #

City, State, Zip

Dear Mr., Ms., Dr. \_\_\_\_\_

(Avoid using "To Whom it May Concern" or "Dear Sir/ Madam.")

**Opening paragraph:** Announce the purpose of your letter and provide the reader with a compelling reason to read on. Indicate who you are and what you want. State the reason for writing, naming the position or type of work for which you are applying. Identify how you heard of the opening or how the employer's name was obtained (e.g., "Dr. Smith in the Sociology Department at Whittier College recommended that I contact you"). Impress them with your researched knowledge of the organization and why you want to work for them in particular.

**Body paragraph(s):** What can you offer to the employer? Describe your strongest qualifications that match the position requirements. A description of significant accomplishments can be made, but the resume should not be repeated any more than is absolutely necessary. Basically, you are emphasizing your key qualifications, selling yourself, and elaborating on background areas that will attract a specific employer for the specific field of work or job in which you're interested. Refer the employer to your resume and again emphasize your career objective.

**Closing paragraph:** Assert your confidence that you are qualified for the position (e.g., "I believe that my skills and experience make me an excellent match for this position"). State your next step, whether it's to call to follow up on your letter (demonstrate your initiative and follow-through as well as helping you maintain some control of your efforts), or that you look forward to the opportunity to discuss your qualifications in detail at their convenience. Thank the person receiving your letter for his/her time and interest.

Sincerely,

(Your signature)

Your name

Enclosure [or, 'Resume follows' or 'Resume attached']