

Sample Cover Letter Guide

Your name
Title
Address
City, state, zip

Date

Name
Title
Organization/Company Name
Address
City, state, zip

Dear Mr./Ms./Dr./ last name:

Paragraph 1: This paragraph is brief; 1-3 sentences. Tell the reader why you are writing. State the specific position for which you are applying. (If unknown, describe the type of work you seek.) Mention how you heard about the opportunity or the organization. If the position is out of town, state your interest in their location. **Your goal: make an immediate connection with the reader of your cover letter.**

Paragraph 2: This paragraph is longer, 3-12 sentences. It may be split into two paragraphs, if needed. Show your knowledge of the employer by matching *your* background with *their* needs, as discovered through your research. Highlight relevant skills, experiences, interests, and personal qualities that present your qualifications in the best light. If you have the benefit of a job description, show you meet their requirements. Convey energy and enthusiasm for your field and their opportunity. **Your goal: show you are the ideal candidate for the position.**

Paragraph 3: This paragraph is brief, 1-2 sentences. Close by stating your genuine interest in working for them and in obtaining an interview at their convenience. Thank the reader for their time and consideration. Include your e-mail address and phone number in case the cover letter gets separated from your résumé. **Your goal: convey your sincere interest and appreciation.**

Sincerely,

(Signature)

Your typed name

Enclosure