COVER LETTER TEMPLATE

Applicant's Address

Date of Letter

Employer's Name
Employer's Job Title
Address

Salutation:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization.

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Closing Paragraph: You may refer the reader to your enclosed resume, which gives a summary of your qualifications, or whatever media you are using to illustrate your training, interests and experience. Have an assertive (but appropriate) closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Your name typed

Enclosure

TIPS FOR CRAFTING AN EFFECTIVE COVER LETTER

- If possible, address it to a particular person by name and title
- Communicate CONCISE and SPECIFIC information that will make the reader want to READ your resume
- Be personable - make any logical “connections” between you, the person you have addressed the letter to, the organization, or the geographic location
- Be positive and enthusiastic
- Make margins of your letter the same as the margins of your resume and reference page, and be sure to use the same font and font size