

Cover Letter Guide

Address
City, State, Zip

Today's Date

Name of Addressee
Title
Organization Name
Address
City, State, Zip

Salutation

Dear Mr., Ms., Dr. Smith:

First Paragraph

The main purpose of the first paragraph is to introduce yourself and tell why you are writing. An interesting opening such as a quote, relevant piece of current news or organizational information will grab the reader's attention. Indicate your interest in the organization (how, why, where) and the type of position you seek.

Second Paragraph

Describe your qualifications for the type of position you seek using specific examples from academic, work, volunteer, and/or co-curricular experience. Connect your accomplishments, skills, and knowledge directly to the type of position, organization, and/or field.

Third Paragraph

Continue building a case for your employment using specific examples, focusing now on personal qualities and special skills that enhance your qualifications. Expanding on your resume rather than repeating it.

Fourth Paragraph

Summarize or give a final statement of interest/qualifications. Give clear information about your interests and availability both for employment and for being contacted by the employer. Indicate your plans to contact the employer to discuss opportunities. Thank the employer for his/her time and consideration.

Sincerely,

Your Name

General Comments

Font: 10 to 12 point, in the same font as your resume

Paper: The same as your resume a quality bond (also for your envelope if possible)

Margins: 1 or 1.25 inches Location on page: Centered, beginning no more than 2 inches from the top Style:

Positive language, confident but not imposing, concise with supporting detail, written in active verb voice.