

Sample Cover Letter

Date

Contact Name

Contact's Title

Organization/Employer Name

Street Address

City, State, Zip code

Dear Mr./Ms./Mrs./Dr. _____:

Start off by stating **why** you are writing the letter. Be very specific and tailor to the specific job. State an introductory statement about yourself; this can include what school you are attending or recently graduated from, and what your degree is in. Tell the employer **where** you learned about the vacancy. Did you find this on the company's website, a job search engine, or a news flyer? State **when** you will be available for work, or when you will be graduating. This initial paragraph should be brief. Your past experiences and qualifications will be discussed in the body paragraph.

The second paragraph will remain the main "body" of your cover letter. As an application, you can begin by pulling key phrases off of the job description. Take those requirements or job description phrases and relate them to past experiences in previous positions from your resume. Make sure to note any related volunteer or achievements that are directly related to the open position you are applying for. **Do not restate what is on your resume!** Instead, state what you have done that is related, and what you will do if offered the position. How will this experience you have had positively affect the employer? **Do not overuse the word "I"**.

If needed, a second "body" paragraph can be added if you have multiple experiences or industry philosophies you wish to discuss. In general, these paragraphs should be very concise and specific to the job you are applying for. Your cover letter should be no more than 1 page in length.

In the last paragraph, state if you have attached a resume with your application, and also address any additional application materials you have uploaded or sent. Also, make this a cordial goodbye section. Use phrases such as "Thank you for taking the time to read through my application", "Please let me know if you have any questions", "I look forward to hearing back from you soon". Remind the reader why you are writing. Make sure to sound grateful for the opportunity.

Sincerely,

(Signature)

Your Name

Your Street address

City, State, Zip Code

Telephone number

Email Address