

The cover letter exists to accent your resume. Tailor every cover letter to showcase how your experiences and skills fit the needs of the employer. It is of the utmost importance that your cover letter is honest and accurate in addition to being mistake-free. Have others read it over a few times before you send it to make sure everything is as it should be.

Use complete title and address.

If possible, address it to a particular person by name.

Make the addressee want to read your resume. Be personable and enthusiastic.

Be brief but specific.

Top and bottom margins should be equal.

Always sign letters, if sending by mail.

If a resume or other enclosure is used, note in letter.

Applicant's Address
Applicant's Phone Number
Date of Letter

Employer's Name and Title
Employer's Address

Dear Hiring Manager/To Whom It May Concern/Dear Search Committee:

Opening Paragraph:

- Show your interest immediately.
- This paragraph is short and should include the name of the company and position, where you found the listing, and a couple of your most prominent qualifications.

Middle Paragraph(s):

- A company wants to know that you are excited about working for them and that you're excited to work in their field.
- They are looking for someone who fits with their mission and needs.
- Explain your interest in the position and company as well as your qualifications and experiences as they relate.
- Describe how you can fill their needs and move forward with organizational goals.
- Describe how this position and company fit with your abilities and career direction.
- Pick out 3-5 qualifications or skills that the company is seeking for this position, then describe how your experiences display your abilities in these areas.

Closing Paragraph:

- Reiterate your excitement in speaking with them about the position.
- Make sure to include your phone number and email in case they have questions or need to contact you.

Sincerely,

Signature

Your name typed

Enclosure: Resume