

COVER LETTER MODEL

Mailing Address
City, State, Zip Code
Telephone Number

Date

(3 blank lines)

Mr./Ms. Recruiter's Full Name
Recruiter's Title
Department Name (if applicable)
Organization Name
Mailing Address
City, State, Zip Code

Dear Mr./Ms. Last Name Only:

The opening paragraph should state why you are writing and why you are interested in the organization. If you are writing a letter of application, you should name the specific position for which you are applying. Also, tell the employer how you became aware of the vacancy. If someone has referred you to this organization, this is the place to mention that person's name and point out that it was suggested that you contact him or her. A letter of inquiry should provide evidence of your career-mindedness; it helps to refer to specific job functions, if not titles, when trying to determine if a vacancy exists.

The middle paragraphs (usually one or two) are where you draw attention to your resume and highlight specific skills relevant to the potential employer. Present your motives for seeking employment with this organization and cite achievements and qualifications related to the position desired. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them.

The closing paragraph states what you will do next (such as calling to arrange an interview at the employer's convenience) or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration.

End with a thank you statement. This can be part of the last paragraph or on a separate line.

Sincerely,

(3 blank lines for signature area)

Your name typed

Enclosure *(This indicates that your resume and/or additional materials are enclosed)*