



Cover Letter

Write to a specific person, ideally the person conducting the interview or hiring for the position. Enclose Resume or CV.

Ms./Mr./Dr. First and Last
Name Their Position/Title
Company Name
Address
City, State, Zip Code

Dear Ms./Mr./Dr. Last Name:
(Never use Mrs. unless you know for a fact she is married)

The first paragraph of your cover letter should grab the reader's attention, stimulate interest, and be appropriate for the job you are seeking. You should make your goal clear to the readers. You must mention what position you are interested in or applying for. It is also appropriate to mention where you learned of the job opening.

Focus on two or three of your strongest qualifications for a position in your cover letter. Even only one is enough to discuss in a cover letter. Each qualification you discuss should be placed in its own paragraph, and your letter as a whole should not exceed one typed page. Don't paraphrase what can be found in your resume or CV.

Each body paragraph should begin with a topic sentence that highlights one qualification. This qualification should be illustrated with specific details, and you should demonstrate how this qualification will benefit the employer. Ask the reader to refer to your resume or CV, if possible.

Your conclusion should ask for a personal interview (be flexible regarding a date and time for the interview); be specific about how the interviewer should contact you.

Sincerely,
Your Signature

Your Full Name