

## Guidelines for Cover Letter

Your Present Address  
City, State, Zip Code  
Date of Letter

Individual's Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr. /Ms. (Last Name Only) or (Dear Hiring Manager):

1

**First Paragraph: Who am I? What do I want?** Indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned about the opening (Office of Career Services, newspaper ad, friend, etc.)

2

**Second Paragraph: What can I do for the employer?** Indicate your qualifications for the position- your academic background, training, or practical work experience. If you have any unique qualifications or specific achievements related to the position, mention them. Do not repeat verbatim the same information the reader will find in the resume.

3

**Third Paragraph: How I plan to follow up.** Thank the employer for their time and mention that your resume is included. Indicate your desire for a personal interview. For example, say you will call on a certain date to arrange an interview. Or say you will be in the city where the organization is located on a certain date and would like to set up an interview. Or ask if the company will be recruiting in your area, or on campus, and if it desires any additional information or references. Include a phone number and email where you can be reached.

4

Sincerely,

(Your Handwritten Signature)  
(Your Name Typed)

Enclosure (Denotes that a resume or application is enclosed)

## Cover Letter Tips

A cover letter usually accompanies a resume being submitted to an organization. Many companies will require a cover letter along with the resume. Your cover letter should be *one page only* and done in the same front/size used in your resume.



1

A cover letter is a piece of business correspondence; therefore, a colon-not a comma- is placed after the salutation.

2

If you are being referred by someone within the organization, mention their name.

3

Look at the job description, specifically the skills or experience, and demonstrate how you possess those key qualifications. ***Remember that it's not about what the employer can do for you, but what you can do for the employer!***

4

Let some time elapse before following up with an employer. Don't email your resume on Monday and call on Tuesday. Allow at least a week before following up.