SAMPLE COVER LETTER

Your Street Address
City, State Zip Code

Date of Writing

Name of Person, Title of Person
Organization Name
Street Address
City, State Zip Code

> Use the same font in your cover letter as your resume. 1-inch margins and font size about 12.

> Try to find a name of a person to address your letter to. If that's not available, use "To the Office of Human Resources" or something similar.

Dear Mr. / Ms. / Dr. Last Name:

Describe why you are writing: Include the position, field, or area to which you're applying and tell how you learned of the opening. Include a brief statement about what is unique about your skills or experiences that would make you a good fit in the organization and the field. Also, offer a brief statement demonstrating specific knowledge of the company to which you are applying. Tailor this to each employer to demonstrate your interest and that you've done your homework.

Use this paragraph to demonstrate to the employer how your interests, education, and experience fit the requirements described in the position posting. Describe the qualifications that you think are most relevant. If you have related experience or specialized training, or specialized training, briefly mention it here. Think about all the transferrable skills you have gained in various jobs, volunteer experiences, campus activities, and research. Briefly summarize how those experiences are relevant to the position.

Refer the employer to your resume for further details about your experiences and qualifications. Reiterate why you want to work at that specific company. Offer your contact information and thank the employer for their time and consideration. If appropriate, indicate when and how you plan on following up on the submission of your cover letter.

Sincerely,

> Sign above your typed name.
> **Leave three spaces between "Sincerely" and your name**.

Your, Name

Enc. (If you enclose a resume or other materials)

Keep your cover letter to one page.

Remember, this is to entice the employer to read through your resume, so it does not need to include every single detail!