

## COVER LETTER GUIDELINES

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

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

Dear Dr./Ms./Mr. \_\_\_\_\_: or:  
Dear Recruiting Manager:

**First Paragraph: ATTENTION:** In your Initial paragraph, indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned of the opening. (Include prior contact with an employer or employees of the organization you are applying to, newspaper advertisements, Handshake, a job fair, etc.). **Remember: This is the paragraph where you initially hook them, so make it exciting!**

**Second Paragraph: INTEREST:** Mention why you are interested in the position, the organization, its products or services. This is the number one item that most students leave out of the cover letter. Show the reader that you have done your research and know what makes them unique and/or stand out from their competitors. Make it clear that you are interested in the position for more than just a J-O-B. You can combine this paragraph with the first paragraph if you prefer.

**Third Paragraph: FIT:** If you are a recent graduate, explain how your academic background and experiences make you a qualified candidate for the position. If you have related work or internship experience, point this out by mentioning specific achievements or unique qualifications gained through this experience. It can be helpful to choose 2-3 specific experiences from your resume that demonstrate your fit with the company. *Do not repeat information word for word as it appears on your resume.* **Make sure that you are not beginning each sentence with the word "I".** Above all, indicate the skills that you have gained and what you can do for the employer.

**Fourth Paragraph: FOLLOW-UP:** In the closing paragraph, indicate that you are very interested in an interview. You may suggest a time frame for when you will be available or will follow-up. Make some final connection between the available position and your qualifications. Finally, thank the employer for his/her time and consideration.

Sincerely,

(Your Handwritten Signature)- if sending a paper copy

(Your Typed Name)

Enclosures (denotes resume, applications, other media, etc. that are enclosed)