

COVER LETTER

The purpose of your cover letter is to accompany your resume when applying for a position as well as an introduction to your resume, directed towards the job position. The letter is an extension of your resume and displays your knowledge of the employer's needs. Displaying this will give you a greater opportunity for an interview, along with your resume to be read with interest by the employer.

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(123) 456-7890

12/23/2000

Company Name

Company Address

Address the interviewer (Dear Mr.-Mrs.-Dr. then their name, or you can use "Human Resources Manager, or Hiring Manager")

The first paragraph gives an explanation of how you heard about the position and your interest in the company/organization. This forces you to think and relate yourself to the company and display your interest. Next, include something about yourself with the perspective of the position in mind to spark the interest of the employer.

The body of the letter should be profiled and oriented to show that you are clearly qualified for the position. Keep the job description in mind while writing this paragraph; you are responding directly to it. Your writing style impacts the letter as well, writing in variations and offsetting your writing. For instance, use short sentences and then long ones, using transitions to help the sentences flow together. This will change the tone of how it's read; using attention grabbing adjectives and action verbs help pull the employer's attention to certain sections of the letter. Do your background research, analyze their website, and find what qualities the company values and connect your qualities with them.

The final paragraph of your letter is your closing scene, reminding the employer of your interest in the position. Along with, it should include a method of contact that would be best for the employer to follow up with. With this statement, you want to make sure you aren't too forward. You aren't telling them what to do, you're letting them know you're eager for their response.

ALWAYS sign the letter, from ("Respectfully, or Sincerely,")

Sign your signature if you are going to be delivering a physical copy.

Type your name.