

## **Cover Letter**

Your Present Address  
City, State, ZIP Code

Date of Writing

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

Dear (Name): If you have done your research but cannot find the person's name, do not write Dear "Sir" or Gentleman." "Dear (name of company) Representative" is more appropriate.

**First Paragraph:** Tell why you are writing. Name the position, or field or general vocational area about which you were asking. Tell how you learned of the opening or organization, and why you are interested in the organization, or in the industry or field.

**Middle Paragraph:** Refer the reader to the enclosed resume, giving additional information concerning your background and interests. Demonstrate to the employer how your interests, education and experience fit the job requirements. Describe one or two qualifications you think would be of greatest interest to the employer, keeping in mind the employer's point of view. If you have related experience or specialized training be sure to point it out. Don't make the common mistake of saying, "I'd like the position so I can gain experience in my field;" show the employer what you will be able to do for the organization.

**Last Paragraph:** Close by making a specific request for an interview, and indicate you would appreciate hearing from them (via phone number/e-mail) to arrange an interview and learn more about the position. Make sure your closing is not vague, and suggest a specification. (For more approaches to closing your cover letter click [here](#). Links to: Ways to close your cover letter.doc)

Sincerely yours,

(Your handwritten signature)  
Type your name here

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