

Writing a Letter of Application or Interest (Cover Letter) – (do not include in actual letter)

Insert Header From Resume

Date

Employer Point of Contact Name
Employer Point of Contact Title
Organization
Street Address
City, State, Zip

Dear Mr./Ms. _____:

Name the position for which you are applying and how you became aware of the position. Make sure to include the specific position title, and number if applicable for which you are applying. If an individual or personal contact referred you to the organization, be sure to mention the name in the first or second sentence. Then provide a brief explanation of your interest that reflects your research into the organization. Keep the first paragraph brief and attention grabbing.

In one or two paragraphs, indicate what you can do for the employer. Show how your qualifications, skills, and attributes will benefit the firm. Explain how your academic background and the skills you have acquired from other experiences, such as internships, activities, and volunteer work make you a qualified candidate for the position. Make sure not to reproduce your entire resume in this space, but highlight your most pertinent experiences.

This is your opportunity to highlight any relevant qualifications or experiences that are not noted on your resume. If you have access to a position description or job listing, specifically address how your background matches the qualifications they are seeking. Your objectives here are to demonstrate that you are a “match” for the position and to stimulate enough interest that the contact person will want to read your resume. Create a “need” for yourself at the company, and indicate your willingness to contribute to the organization.

In the closing paragraph, refer the reader to your resume. State what you will do next or suggest what you would like the employer to do next. Thank the person for his/her time and consideration of your credentials.

Sincerely,

Your Written Signature

Your Name Typed