

Cover Letter Format: Letter of Application

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Use same header
as your resume!

Date

Name of Contact Person

His/Her Title

Organization Name

Street Address

City, State, Zip

Dear Contact Person (Mr./Ms. and last name):

(If a contact name is not listed, call the organization to ask for the appropriate contact. If you cannot locate a specific individual, address your letter to Members of the Search committee or Human Resources Director)

Opening Paragraph

Use this paragraph to get the employer's attention. Show your initiative, and what you have learned about the company that makes it attractive to you. Identify what position you are applying for and how you learned about the position. If you have been referred to the position by someone in your network, include that information here. Your goal is to convince the employer that you are a strong candidate qualified for an interview.

Body of the Letter

This section of the letter is where you justify why you should be considered as a candidate. Relate your qualifications to the specific job requirements, using examples of your experiences and achievements to convey your knowledge and skills. Do not simply duplicate the information your resume; rather highlight or add pertinent details of interest to the employer. Use wording similar to the job description and make a connection between your experiences and the duties/tasks of the position.

Closing Paragraph

The final paragraph is used to express an interest in an opportunity to interview for the position or to meet to discuss your qualifications. Indicate a willingness to supply the employer with additional information. Also, indicate that you will take the next step, which may be a follow-up phone call (*be sure to mark your calendar and then make the call*). If you wish, state that you will call within two weeks to ensure that your materials were received or to talk more about the position in detail. Remember to thank the employer for reviewing your application.

Sincerely,

Your Signature (use black ink)

Your typed name

Enclosure (*if you are including a resume or another document with your cover letter*)