

Your Present Address
Telephone Number
E-mail Address
Date

Person's Name
Title
Organization Name
Street Address
City, State and Zip Code (Use the same address that will be on the envelope.)

Dear Ms. or Mr. (last name):

Opening Paragraph:

The opening paragraph should include:

- Why you are writing
- The name of the position, field or type of work you are interested in
- Where you received notification of the organization's need for the position you are applying for
- The opening paragraph is an ideal place to catch the reader's attention! Mention why you are so interested in the organization, how you found out about the organization and that you believe you are an ideal candidate.

Middle Paragraph(s):

The middle paragraph(s) should include:

- Why you are interested in your desired career
- Qualifications related to the position, field or type of work for which you are applying
- Why you want to pursue employment with the particular employer
- Make reference to your resumé, but do not simply repeat information; fill the gaps in your resumé in order to help the reader assess your skills and abilities related to their individual needs. This is the perfect time to make the employer want to read your resumé!
- Be specific but concise; the cover letter should never be longer than 1 page

Closing Paragraph:

The closing paragraph should include the next steps of the process:

- References have been provided if requested in the initial advertisement
- Request an interview and state that you will follow up in 10 business days to see if an interview can be scheduled—then do it!
- Request any further application materials in a clear and understandable manner
- Thank the reader for their time and consideration
- Notice the spacing between the signatures at the end of the cover letter
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Sincerely,

Your Signature
First Name Last Name