

Building a Cover Letter

Use these templates as a guide to create your cover letter. Cover letters provide a great chance for you to sell yourself to the hiring manager, so it is important to refer specifically to the qualifications required and tell how your particular skills and work experiences relate to the position for which you are applying.

Cover letters can be sent via email, mail or fax. The format is slightly different for paper based and email cover letters as you will see in the templates below. Remember, cover letters introduce the employers to your best attributes and skills, so highlight skills that the employer wants by providing additional details not in your resume. Paper based cover letters should be on the same type of paper as your resume, and should be signed in black ink.

Try to address your letter to someone specific. This shows you did your research on the web or took time to call. Make sure your letter/email is professional, short and friendly. Always use spell check and check your grammar and capitalization. Email cover letters although quick and easy, demand the same level of attention and detail.

Follow the employer's directions in submitting your cover letter and resume. If the employer does not accept attachments for email letters, copy and paste it into your email message. Consider sending your email letter first to yourself to make sure your formatting worked.

Your street address
City, State, Zip Code

Date

Recipient's full name with salutation (Ms., Mr., Dr., etc)
Their job title
Company name
Work street address
City, State, Zip Code

Greeting (Dear Ms. Smith:)

State the position for which you are applying; how you found out about it; and ask for consideration. Usually consists of 2-3 sentences.

Provide 3-5 sentences describing how you are the best candidate for the job. Use some well-chosen adjectives to describe your best attributes, skills, education and experience that relate to the position for which you are applying! Provide information specifically requested in the job listing that might not be fully covered in your résumé. You should not just summarize the information in your résumé.

Restate your interest and enthusiasm for the position. Remind the reader of your phone number an email address and state that you look forward to meeting him or her. We suggest that you tell them that you will initiate the follow-up. Just be sure that you do make contact when you say you will. Thank the reader for his or her time.

Sincerely,
SIGN YOUR NAME HERE
(between your closing and your name)
Your full name typed out

Enclosure: Résumé (list other documentation required and attached)

Subject Line of Email Message: Title of job, Number (if listed) your last name

Email Message:
Greeting (Dear Ms. Smith:)

Use the same 3 paragraph format for your email as you would for a paper based cover letter. See above template for what to include in each paragraph.

Sincerely,

Your full name typed out
Address
Email
Home Phone
Cell Phone

Attachment: Resume (list other documentation required and attached. Use PDF or .rtf format for attachments)