

## Guidelines for Cover Letters

*Check the entire letter for spelling errors. Remember that your attention to detail in the job search preliminaries is indicative of your potential job performance.*

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Your Street Address  
City, State, Zip Code  
Date of letter

Hiring Official's Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Hiring Official's Name:

**First paragraph:** indicate the reason for writing, the specific position or type of work for which you are applying and how you learned of the opening. For a letter of inquiry or marketing letter, define the type of position you are seeking and how you learned of the organization. State why you are interested in the employer (your comments will demonstrate the extent of your research).

**Second paragraph:** Highlight how your qualifications match their job requirements. If you have had some practical work experience, point out the specific achievements or unique qualifications. Explain how your academic background makes you a qualified candidate for the position. Refer the reader to the enclosed resume or application instead of repeating the same information.

**Third paragraph:** Convey your willingness to provide additional information. Be certain to indicate how you intend to follow up with the employer! When appropriate, tell the reader you will contact them to arrange a personal interview or meeting. If this approach is not possible, express your desire for a personal interview. Thank the reader for his/her consideration.

Sincerely,

(Your signature)

Your typewritten name

Enclosure