Your Name
Your Address   ⟵———— *Use the same format as on your resume.*
Email address
Phone Number

Date

Name of Employer
His / Her Title
Company / Organization Name
Street address
City, State, Zip Code

Dear Mr., Ms., Dr. _____ (or Dear Hiring Manager)

Opening paragraph: Attract attention. State the reason for writing, naming the position or type of work for which applying. Identify how you heard of the opening or how the employer's name was obtained (e.g., Dr. Smith in the Nursing Dept. at Pine Technical and Community College recommended that I contact you). Explain why you are interested in the position. State why you would like to work for their organization based on something you read on their website (e.g. what they are known for, their mission statement, etc.)

Second paragraph: Explain why you are qualified for the position. Specify concrete reasons for the type of work you desire, your goals, and how your education, experiences and other personal qualifications will support your capacity to succeed in the work for which you're applying. A description of significant accomplishments can be made, but the resume should not be repeated any more than absolutely necessary. Basically, you are emphasizing your key qualifications, selling yourself and elaborating on background areas which will attract a specific employer for the specific field of work or job in which you're interested. Refer the employer to your resume and emphasize how this position matches your career objective. If the second paragraph is too long, break it into two paragraphs.

Closing paragraph: The purpose of a cover letter and resume is to get an interview. Indicate that your resume is enclosed. Mention your desire for an interview, and that you look forward to meeting with them to discuss your qualifications in greater detail. Indicate how you can most easily be reached (by phone or email, certain times of the day). Express your appreciation for their time and consideration of your application, and end on a positive note.

Sincerely,

(your handwritten signature in blue or black ink)

Your name typed