

FORMAL COVER LETTER EXAMPLE

Your name

Current Address
City, State, Zipcode

Date

Mr./Ms./Dr. Name

Title _____ →

Organization/Company Name

Street Address

City, State, Zipcode

Make a phone call or two to find out the correct name, spelling, and title, of the individual you should contact if it is unclear in the job posting to whom you should address the letter. If no name is provided, use *Human Resources, Search Committee, or Hiring Manager.*

Dear Ms./Mr./Dr. Last Name:

1st Paragraph- State why you are writing. Name the position or the type of work for which you are applying. Mention how you heard about the job opening. Make a claim as to why you are an excellent candidate for the position (Hint: This is your thesis statement for the letter).

2nd Paragraph or 2nd and 3rd Paragraph- This is where you will elaborate on your thesis. Do not directly repeat information from your resume. Highlight the skills or areas of expertise you will bring to the position, i.e., your educational credentials, employment experience, and personal **attributes that qualify you for the position** by including specific examples from your experiences. Also, think about who the reader is: what skills are valued in this particular field? What are some of the issues or trends this employer might be facing? How can you make a contribution to this organization? If you've "done your homework" you'll already be aware of some of the answers as well as some terminology of the field. Reflect this awareness and knowledge in your letter.

Closing paragraph- Refer the reader to the enclosed resume. State that additional information concerning your background and interests will gladly be furnished upon request (this includes your references). State that you will contact them (usually in a week) to see if you might set up a mutually convenient time to meet, or that you may be contacted at either your email address or phone. Include both your phone number and email address because neither appears above. In the event of an on-campus interview or previously agreed upon action, state that you look forward to talking with the employer about the opportunity in the near future. Thank the reader for their time and consideration of your application.

Sincerely,

(Space for your signature)

Typed Name

Enclosure

If you are asked to send your resume and cover letter via U.S. Mail, use quality stationary and envelopes that match as well as heavier paper such as cardstock. Presentation will be critical in setting yourself apart from the rest of the candidates.

COMMON COVER LETTER EXAMPLE

Your Name
Current Address, City, State, Zipcode
Email address and Phone Number



Date

Mr./Ms./Dr. Name
Title
Organization/Company Name
Street Address
City, State, Zipcode

This format mimics that of your resume. If you are sending this cover letter via email, placing your name at the top in the same format as your resume (such as the one used in this example) helps the employer keep all of your documents together during the hiring process. It also looks more professional and organized.

Dear Ms./Mr./Dr. Last Name:

1st Paragraph- State why you are writing. Name the position or the type of work for which you are applying. Mention how you heard about the job opening. Make a claim as to why you are an excellent candidate for the position (Hint: This is your thesis statement for the letter).

2nd Paragraph or 2nd and 3rd Paragraph- This is where you will elaborate on your thesis. Do not directly repeat information from your resume. Highlight the skills or areas of expertise you will bring to the position, i.e., your educational credentials, employment experience, and personal **attributes that qualify you for the position** by including specific examples from your experiences. Some significant skills employers always seek are leadership, decision-making, and communication. Include these if you have the experience to support such claims. Also, think about who the reader is: what skills are valued in this particular field? What are some of the issues or trends this employer might be facing? How can you make a contribution to this organization? If you've "done your homework" you'll already be aware of some of the answers as well as some terminology of the field of choice. Reflect this awareness and knowledge in your letter. This paragraph is the key to differentiating yourself from the next candidate.

Closing paragraph- Refer the reader to the enclosed resume. State that additional information concerning your background and interests will gladly be furnished upon request (this includes your references). State that you will contact them (usually in a week) to see if you might set up a mutually convenient time to meet, or that you may be contacted at either your email address or phone. Include both your phone number and email address because neither appears above. In the event of an on-campus interview or previously agreed upon action, state that you look forward to talking with the employer about the opportunity in the near future. Thank the reader for their time and consideration of your application.

Sincerely,

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