

Your Name

This should be identical to the header on your resume

Date

Mr./Ms. Name, when possible

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction. **The focus of the first paragraph needs to be the company and your interest in them.** Name the position for which you are applying and indicate how you learned of the opening. It is important that you state what you know about the organization and why you are interested in the organization. Research information about the employer and thoroughly review their web site for information. Include a brief statement matching your qualification to the position requirements and let them know that you want to be a vital part of the organization's future success. Conclude with a formal statement of application.

The body of your letter should be one or two paragraphs in length. **The focus of the body is the position itself and your ability to meet their needs.** Tailor your letter to the specific needs of the employer and the requirements of the position. Let the employer know that you understand the position requirements and how you will be able to fulfill those requirements. Highlight what you can do for the company and how your skills and experience will benefit their organization. **Do not repeat all the information on your resume.** Instead, describe the reasons why you would be an excellent choice for the position. Tailor your remarks to the employer's point of view, and, if possible, give concise evidence of your functional skills and of the qualities you possess. Let them know that you already see yourself doing the job!

(Minimize the use of the word "I." Keep the letter focus on the employer, the job, and your ability to do the job. The employer wants to know that you are interested in a career with their company, not just a job. The letter should be unique for each employer/position. Write with clarity and brevity. Use action verbs to write succinctly and clearly. Make sure to use the same letterhead from your resume on the top of your cover letter and your reference page.)

The final paragraph is your closing. It needs to be simple. Let the reader know that you would like to interview for the position and that they can feel free to contact you at their convenience. Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely,

(Space for your signature)

Your typewritten name