**Cover Letter Basics**

Put your name and contact information here.

It should be identical to your resume letterhead.

Date

Name of Contact Person

Title (if known)

Company Name

Address

City, State Zip

Dear Mr./Mrs./Ms., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Or Dear Hiring Manager if you absolutely can’t find the name of the person you are sending it to)

**First paragraph:** State why you are contacting them, the position for which you are applying and how you learned about the opening (friend, career center, monster, etc.) or why you are contacting them. *If you have a personal contact, this is the place to name drop*.

**Second paragraph:** Indicate why you are interested in the company, the position, its products or services. What is it about the organization that makes you want to work for them? This is where you show the company you have done your research, i.e. “Why do you want to work here?”

**Third paragraph:** Summarize your qualifications, training and experience. Explain how your qualifications or transferable skills match the qualifications for the position. Show your personality and enthusiasm. Describe what you can contribute to them, i.e. “Why should we hire you?”

**Final paragraph:** In the closing paragraph, ask for the interview and indicate your flexibility as to the time and place. If you have contact information beyond a human resources department, state that you will call them in a few days to follow up (and then put it on your calendar and FOLLOW-UP).

Sincerely,

(Your Name)

**Alternate Format**

Put your name and contact information here.

It should be identical to your resume letterhead.

Date

Name of Contact Person

Title (if known)

Company Name

Address

City, State Zip

Dear Mr./Mrs./Ms., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Or Dear Hiring Manager if you absolutely can’t find the name of the person you are sending it to)

**First paragraph:** State why you are contacting them, the position for which you are applying and how you learned about the opening (friend, career center, monster, etc.) or why you are contacting them. *If you have a personal contact, this is the place to name drop*.

|  |  |
| --- | --- |
| **Your Needs** | **My Qualifications** |
| * Need 1 – pick the most important items in the job description
*
*
*
 | * Explain how you are qualified and why you are the best one for the position
*
*
*
 |

**Final paragraph:** In the closing paragraph, ask for the interview and indicate your flexibility as to the time and place. If you have contact information beyond a human resources department, state that you will call them in a few days to follow up (and then put it on your calendar and FOLLOW-UP).

Sincerely,

(Your Name)