

Cover Letter

This letter is called a cover letter because it is sent on top of your resume to a prospective employer. The cover letter has two basic purposes: 1) to entice the recipient to read the attached resume and 2) to ask the prospective employer for an interview. Make sure your cover letter is short and to the point. Your cover letter and resume together should make the employer want to invite you for an interview.

Your Address
City, State Zip Code
Date of Writing

← 6 spaces

Their Name
Job Title (Personnel Director)
Company name
Their Address
City, State Zip Code

← 2 spaces

Dear Mr. Doe:

← 2 spaces

First paragraph – Tell why you are writing. Name the position you are applying for and tell how you learned of the opening. Try to arouse interest on the part of the reader.

Second paragraph – State why you are interested in working for this employer and specify your interests in this type of work. Briefly point out your qualifications for the posted position, but don't boast. This paragraph and the next should create interest in you on the part of the employer.

Third paragraph – Refer the reader to your enclosed resume, which gives a summary of your qualifications. You may also give the date you are available for employment, if applicable.

Fourth paragraph – Pave the way for an interview by asking for an appointment by giving your phone number or offering some similar suggestion to elicit an immediate and favorable response. Ask for action and close with a courteous comment or thank you.

← 2 spaces

Sincerely,

Your signature ← 4 spaces

Your Name (typewritten)

Encl.: resume and references