

## COVER LETTER - SUGGESTED CONTENT & LAYOUT

Name  
Your return address  
Your city, state and zip code

Current date

Person to whom you are writing  
Title and department  
Organization Name  
Address  
City, state and zip code

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

First Paragraph: In your initial paragraph, state the reason for the letter, the specific position or type of work for which you are applying and indicate from what resource (Career Center, newspaper, friend, etc.) you learned of the opening.

Second Paragraph: Indicate specifically why you are interested in the position, the company, its products or its services. Demonstrate your high level of interest and enthusiasm for the position by revealing the fact that you have researched their organization. This section of the letter, often eliminated by the naive letter writer, is the most important.

Third Paragraph: Refer the reader to the enclosed resume and/or application form that summarizes your qualifications, training and/or related experience. As a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have related work experience, point out the specific achievements or unique qualifications. Try not to repeat the exact information the reader will find in the resume, rather elaborate on points of interest to them.

Final Paragraph: In the closing paragraph, indicate your desire for an interview and your flexibility as to the time and place. Possibly repeat your phone number, although it is on your resume. Finally, close your letter with a statement or question, which will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. State that you will call to follow up on your letter (within ten days to two weeks) to discuss a possible appointment. Thank the person for his/her consideration.

Sincerely,

*Your Signature*

Your Name