**Sample Cover Letter**

Date

Contact Name

Title

Organization/Employer Name

Street Address

City, State, Zip code

Dear Mr./Ms./Mrs./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Start off by stating **why** you are writing the letter. Be very specific and tailor to the specific job. You will answer the following questions: Who, what, when, where, and why? State **what** area you are interested in applying for. **Where** did you learn about the vacancy? Did you find this on the company’s website, a job search engine, or a news flyer? Tell the employer **when** you will be available for work, or when you will be graduating. If you have been referred by someone, tell the employer **who** this person is.

The second paragraph is the main “body” of your cover letter. This will begin by pulling key phrases off of the job description. Take those requirements or job description phrases and relate them to past experiences in previous positions from your resume. Make sure to note any related volunteer work or achievements that are directly related to the position you are applying for. **Do not simply restate what is on your resume!** Instead, state what you have done that is related, and what you will do if offered the position. Take the job qualities off of the job posting, and state how you will benefit the employer. **Do not overuse the word “I”.** Write about what *you* can do for *them* – how will hiring you benefit the organization? Write about what makes you unique. Why should they hire you instead of the other applicants?

The last paragraph is the cordial goodbye. Use phrases such as “Thank you for taking the time to read through my application,” “Please let me know if you have any additional questions,” “I look forward to hearing back from you soon,” and/or “Thank you for your time and consideration.” Emphasize your enthusiasm for the company or how you would be a great fit for the position.

Sincerely,

(Signature/Name)

Print Name (if signed above)

Telephone number

Email Address

**A good cover letter should be one half to two thirds of a page long (and never longer than one page)!**