**SAMPLE COVER LETTER**

**YOUR NAME**

Street Address City State Zip Code

(Area Code) Telephone Number e-mail address

Date of Writing

Mr. or Ms. Employer Title of Employer Organization

Street Address

City, State, Zip Code

E-mail address if sending electronically Fax number if communicating by fax

Dear Mr. and Ms. Employer:

**1st Paragraph:** Tell why you are writing, usually to apply for a position. Name the position, field or general area about which you are inquiring. Tell how you heard of the opening or organization. If a current employee suggested that you follow-up on this opening, include his or her name here. If you heard of the opening through a newspaper, website, database website, or other form of advertisement, include the publication and the date.

**2nd Paragraph:** Mention one or two qualifications that you think would be of greatest interest to the employer, addressing your remarks to his/her point of view. Tell why you think you are particularly interested in the organization or the type of work after having researched the organization's website(s). If you have had related experience or some specialized training, point it out. Expand on the information stated in your resume. If you have extensive experience for this opportunity, you can use an additional paragraph to elaborate on these accomplishments and transferable skills.

**3rd Paragraph:** If appropriate, state information requested in the advertisement. If an application is enclosed, include the specifics of what is requested to complete your file.

**4th Paragraph:** Close by making a specific request for an interview, if you plan to be in the geographic area of the company. Suggest a specific date and time that you will telephone to establish an appointment, (unless you hear beforehand that the reader does not wish to grant you an interview). You may state: I will call, e-mail, or text your office on day, date (one week from the day you mail or e-mail the letter) to confirm a convenient time for an interview. (Do not forget to call, e-mail or text!) Make sure that your closing statement is positive and makes a request for a specific action from the reader. If you do not have information about this organization from their website, then specifically ask for it at this time. Thank the reader for his/her time and consideration.

Sincerely,

(Your handwritten signature)

*lsi* (you can use a "script" font to sign your on-line letter)

Type your name Attachments: Resume

References

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