

Cover letters accompany your resume and contribute to your ability to persuade an employer to interview you. We encourage you to include a cover letter even when not requested. Each letter is crafted individually for each position to which you apply. An effective letter will reflect your interest in the position and organization and highlight the match between the skills you have and the skills the employer is seeking. Avoid "to whom it may concern" letters --make the call and find out the name of the person to whom the letter should be addressed. Not only is this good business etiquette, but also it will make it easier for you to know whom to call to confirm receipt of your job search documents and to schedule an interview. Be sure to use the name of the organization rather than only referring to "your company."

Date:

Name of person
Title of Organization
Street Address City,
State, Zip

Dear Mr./Ms./Dr....:

Introduction: Explain why you are writing the letter. Identify the position you are applying for and how you learned about the opening. Express why you are interested in the position, connecting your interest to how you can meet the employer's needs—not just your own professional goals.

The Pitch: Have the job description in front of you when writing this paragraph. Explain how your qualifications, experiences, and achievements relate to the position. Try not to repeat information from your resume; rather, go into further detail of your practical work experiences and background.

Making the Connection: Here is where you demonstrate your motivation in applying for the job. You should do some further research about the organization and within this paragraph mention how you will be a good fit with the company's overall mission. Again, be specific in mentioning how your values, experiences, and skills align with the job.

Closing: Confirm that you've enclosed the requested documents (e.g., resume and list of references). Provide contact information. Restate your interest in the position and the opportunity to discuss your qualifications in greater detail. You can also include when you plan to follow-up. Thank the employer for their consideration.

Sincerely,

Your name