

COVER LETTER TEMPLATE

Your cover letter is a single-page writing sample -- one in which to present your enthusiasm for the position and the company as well as your qualifications for the position.

BEST QUALIFIED CANDIDATE

987 First Street
 Anycity, Anystate 12345
 (123) 456-7890

bestqual@email.net

date

Person
 Title
 Company
 Street address
 City, State Zip code

Consider including your letter in your resume attachment (this may have a better chance of having keywords ‘hit’ in this one document).

Dear Mr./Ms. Last Name:

Make every effort to find the name of the person to whom your letter should be addressed; if that is not possible “Dear Hiring Manager” may be the best salutation. Experts also say that when responding to an ad a salutation may be omitted.

First Paragraph – Brief Introduction The equivalent of your Objective statement, customized to fit key points in the job posting. How do you meet the employer’s needs? What item of note about the company do you want to mention to present your desire to work there? Name the position for which you are applying. If there is a resource code or number with the job title, include that also. Note any referral contact.

Middle Paragraph(s) *Ask yourself: what will best explain how I’ve successfully applied the skills they need? What will get me called in for an interview?*

Concisely present an example or two of relevant accomplishments that support your qualifications for the position. Focus on examples of transferable skills (communications; interpersonal; organizational) that are essential to the position, as well as on occupation-specific and/or specialized skills. Mention quantifiable results, if relevant. Use occupation or industry jargon, but not company-specific terms. This section can be narrative paragraphs or an introduction with a bulleted list of several examples, with impacts/results. Put your personality into this section: let the reader know your energy and enthusiasm for the position and the work and why you want to work on his/her team.

Closing Paragraph A positive summary of the value you would bring to the company and the job, and an invitation to contact you. “I would welcome the opportunity to discuss my qualifications in more detail and to learn more about the responsibilities of the fill-in-the-blank position. You may reach me at [phone] or at [e-mail].”

Sincerely,
 Signature

When Your Cover Letter Is An E-Mail:

- The Subject Line of your e-mail is the Job Title (and number, if included in the posting).
- E-mail style is more direct; readers need to see your highlights on the first screen to be motivated to open your attached resume. If the reader chose not to scroll down any further would s/he have enough information about your match for the position that s/he would open your attached resume?
- Bullet (•) or asterisk (*) a list of your competencies and examples to draw the reader’s eye to this key content.