

## COVER LETTER GUIDELINES

Your Name  
Your Address  
City, State Zip Code  
Your Phone Number

Date of Letter

Employer's Name  
Employer's Title  
Name of Company  
Company Address

Salutation: Use Title and Last Name (e.g., Dear Dr. Smith or Dear Ms. Jones); don't use a first name unless you know the individual well; if you do not have a name, use the title (e.g., Dear Employment Manager).

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization.

Middle Paragraph(s): Here you want to summarize your major strengths as they relate to the position you are seeking. Highlight one or two accomplishments that illustrate your proficiency and effectiveness. The idea is to create interest and show how your skills and qualifications can be of value to the organization. Don't reiterate everything that's in your resume, but refer the reader to your enclosed resume for more detail on your qualifications and experience.

Closing Paragraph: Restate your strong interest in the position and your desire for an interview. State that you look forward to hearing from the reader soon and provide your contact information. Finally, express your appreciation for the reader's time and consideration.

Sincerely,

(Write your full name in blue or black ink here)

Type your full name here

Enclosure