Today’s date

Name

Professional Title
ORGANIZATION NAME
Mailing Address
City, State Zip

Dear Mr. or Ms. Last name:

Start your letter with a grabber – a statement that establishes a connection with your reader, a probing question, or a quotable quote. You have 10 seconds to hook your reader! Briefly say what job you are applying for and where you saw the ad. (If you know the requisition number, include it.)

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. Include new information, such as school and club projects or accomplishments from your athletics or leadership. You may incorporate a column or bullet point format here. You might compare what the employer is looking for and how your experience matches their criteria.

Your last paragraph should confirm your interest in the job and a call of action, such as looking forward to an interview.

Cordially,

Your typed or handwritten signature

Your name (typed)

Encl. Resume

TIPS:
● If they ask for a cover letter, write a formal cover letter. Your cover letter is a writing sample where grammar and typos count.
● If they don’t ask for a cover letter, send one any way. If they say no cover letter – don’t send one. Follow directions.
● This example is set up as a standard business letter. Use Times Roman, 11 or 12pt type and one page only.