Cover Letter

Use this letter to respond to specific job openings AND to get an interview!

Your Address
City, State Zip

Current Date

Individual’s Name
Title
Name of Organization
Address
City, State Zip

Dear (Ms. or Mr.) ____________:

First paragraph: State why you are writing, the position for which you are applying, and how you learned of the opening. Make one strong opening statement about yourself.

Middle paragraphs: Discuss your qualifications. These paragraphs should be specifically tailored to requirements posted in the job listing. You might also consider including why this specific company interested you in the first place. Limit this section to two to three paragraphs.

Final paragraph: Refer the reader to the attached resume. If you are going to follow up in one to two weeks, mention that here. State that you look forward to discussing your qualifications further. Provide your email address and phone number. Close with thanking them for their time and consideration.

Sincerely,

Your Name