

COVER LETTER TEMPLATE

your full address
date
(at least 2 spaces)

Name of person you are writing to

Position/title of the person you are writing to (if you know it)

Name of company/organization

Address

(space)

RE: position that you are applying for/ad or posting number

(space)

Dear Mr./Mrs./Ms.

(space)

Introductory paragraph (state the purpose for writing)

- identify the job for which you are applying
- identify how you learned about it
- show interest

(space)

Second paragraph

- state your qualifications for the position
- explain why you are interested in working for the company (mention what you may know about the company)
- describe how your skills, interests and experience relate to the requirements of the position
- “talk the talk” -- use key words used in the job description

(space)

Third paragraph

- politely request an interview
- let the employer know when and where you may be contacted

(space)

Complimentary close

(4 spaces; this is where you provide your signature)

Your name (typed)

(enough space so that top and bottom margins are balanced after the enclosure notation) encl. (this is an “enclosure notation” which tells the reader that you have enclosed something, in this case, your résumé)

COVER LETTER TEMPLATE

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Name of person you are writing to

Position/title of the person you are writing to (if you know it)

Name of company/organization

Address

RE: (position that you are applying for/ad or posting number)

Dear Mr./Mrs./Ms.

I am writing in response to your ad for the position of (position/title) that was advertised in the (date) edition/issue of (name of publication/ newspaper)

OR:

I am interested in exploring the possibility of employment (as/doing what?) with (name of company). (explain why that company)

Provide background information. Describe how your education, skills, experience will make you a suitable candidate for a position. End this section with “I have enclosed a copy of my résumé which will provide you with further details of my relevant experience and skills.” (*delete the quotation marks)

I would appreciate an opportunity to discuss this with you in person. I am available for an interview at your convenience. I may be contacted (When? Give a range of times) at (phone #) or by e-mail at (give your e-mail address).

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely yours/Yours truly,

(signature)

Your name (typed)

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