

COVER LETTER GUIDELINES

Applicant's Name
Address
Phone number
Email address
Date of Letter

Employer's Name, title
Employer's address

Dear

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

Middle Paragraph(s): Explain your reasons for wanting to work for this employer and this company. If you had work experience or education related to this type of work, be sure to mention the connection. Do not say everything again, that is on your resume. You just want to highlight a few skills or abilities that relate to the job. Explain things with confidence, enthusiasm and in a positive manner. Remember that this is giving the employer a sample of your writing skills.

Closing Paragraph: Refer the reader to your enclosed resume (it gives a summary of your qualifications). Think of an appropriate closing that will pave the way for them to call you for the interview.

Sincerely,

Your name typed

enclosure