

Your Name
Your Address
Your City, State, Zip Code

Dear

Employer
Company
City, State, Zip Code

Dear Mr./Ms. Jones (if you have a name; if not, leave this out)

Body of Letter:

The cover letter should tell the employer the name of the job you are seeking, what makes you a good candidate for the position and how you plan to get in contact with the employer in hopes of obtaining an interview. The body of the letter is broken down into the following sections:

The First Paragraph:

In this paragraph you want to mention the name of the job you are seeking and you should also mention any mutual contact you have within the company. This should be a short paragraph so that the intent of the letter stands out. If there is not a specific job, then simply state that you are seeking employment.

The Middle Paragraphs:

In this paragraph you will want to augment what the employer can already read in the resume. You need to sell yourself to the employer and make him or her want to contact you. It is important to make a case for your qualifications and skills in relationship to the job. Give evidence of your experience, such as internships or co-ops. Break down the text into two or three paragraphs.

The Last Paragraph:

The final paragraph should primarily thank the employer for his or her time, and explain how you will contact the employer. Give the employer at least a week. You have a responsibility to follow up. You can also send an e-mail or a fax to follow up on the hard copy of your resume and cover letter.

Closing such as 'Sincerely,' or 'Respectfully Yours'

Signature

Typed Name