

Model of a Cover Letter

Your address (SAME HEADING AS ON YOUR RESUME-THIS CAN BE CENTERED AT THE TOP)

City, ST Zip

Date

Name of Contact Person

Title

Organization

Street address

City, ST Zip

Dear (contact person),

Opening Paragraph: Why writing? Capture interest!

- Strong opening sentences to make the reader want to continue reading.
- Name the job for which you are applying. Tell how you learned about it.
- Mention the name of a person (if any) who referred you to the organization.
- Perhaps pose a question that zeros in on a high-need area for the employer.

Body Paragraph: Critical content section. Convince the reader of your skills.

- Acknowledge the skills required by the open position.
- State the skills/strengths you will bring to the job and that parallel those needed to fill the position.
- Give examples of skills, achievements - and how they will transfer to the job.
- Comment on your knowledge of the company (their products, services, or special projects) and why you are interested in working for them.

Closing Paragraph: Ask for interview - identify next step!

- Refer to enclosed resume.
- Assert yourself by telling the contact person that you will call on a designated date. Alternatively, state that you are available for a personal interview at her/his convenience.
- Make it easy for the person to contact you: list your phone number and times you can be reached. Even if it is on the resume, list it here again!

Sincerely, (Respectfully, etc.)

(sign your name)

Your Name Typed

Sample

March 20, 2009

Ms. Stephanie P. Tatoe
Manager of College Relations
Frito-Lay Company
P.O. Box 789
Dallas, TX 75235

Dear Ms. Tatoe,

I am very interested in the Frito-Lay sales and marketing position posted in the Career Management Center at Emory University. When I graduate in May with a BBA in Marketing, I would like to begin a career in sales and marketing with your organization.

You will note from the enclosed resume that many of my extracurricular and work experiences involved the organization, promotion, and publicizing of events. My background includes direct sales experience soliciting customers for COMB Company and success in managing employees in various capacities. My most challenging and rewarding experience to date was working with Senator Kirkpatrick in the organization of his last successful legislative campaign. I am confident that I have the sales and managerial skills required to be a contributing members of the Frito-Lay organization.

A letter and resume can tell you only so much about my motivation and qualification. I welcome the opportunity to discuss my background with you in person. I will call you at the end of next week to discuss whether such a meeting would be possible and to confirm the appropriate next steps.

Thank you for your consideration.