



## COVER LETTER CONTENT

Your Present Address  
City, State Zipcode  
Date of Writing

Specific Name  
Title  
Company  
Street Address  
City, State Zipcode

Dear Mr. or Ms. \_\_\_\_:

1st paragraph - Tell why you are writing, naming the position, field, or general career area about which you are asking. Tell how you heard of the opening or the organization if appropriate. Have at least one sentence about that company/organization; explain why you are interested in their program.

Middle 1-2 paragraphs - Talk about your qualifications. Do not repeat information from your resume word-for-word, but highlight areas of particular relevance. The key words are **EDUCATION, SKILLS, and EXPERIENCE**. Tell them about the skills you have acquired through your education and various jobs. Point out related experience and training. This is the information that can make you different from the next candidate.

Last Paragraph - Refer the reader to the enclosed application form or résumé. Point out that you would be happy to provide any additional information concerning your background and interests upon request. Close by making a specific request. Usually this means a request for an interview. State when you will be available and how you can be reached. Make sure your closing is not vague, but requires specific action from the reader. You may also wish to indicate that you will follow up this letter with a telephone call. Offer your thanks for the time and consideration.

Sincerely,

(allow space for  
your handwritten signature)  
Your Typed Name

***REMEMBER - NEVER SEND A RESUME WITHOUT A COVER LETTER.***

## COVER LETTER ETIQUETTE

Letters should be:

- If submitted on paper, individually typed on good quality paper.
- If submitted electronically, formatted and in the same formal tone as a printed business letter.
- Addressed to an individual along with the correct title.
- Brief, concise, and to the point (never more than one page in length).
- Written in your own words, in conversational, but professional language.
- Spelled, punctuated, and paragraphed correctly.
- Slanted toward what you can offer an employer, not toward what they can offer you.
- Closed with a direct request for some sort of action, normally the scheduling of an interview.

Letters should not be:

- Stilted in language or phrasing.
- Gimmicky in an attempt to be original or clever.
- Repetitive (containing the same exact information as the resume or loaded with the use of "I.")

° Mass-produced (or appear to be).

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## CONTENT OF LETTER REQUESTING INFORMATION

Your Present address  
City, State Zipcode  
Date of Writing

Director of Personnel or Admissions (if you do not know a specific name)  
Company, Organization, or Graduate School  
Street Address  
City, State Zipcode

Dear Director (use specific name if you know it):

1st paragraph - Introduce yourself in the briefest terms and express your interest in the field and company, organization, or school in question. Indicate that you would like to learn as much as possible about the company, organization, school or field. Then request the following: general information about the company, organization, or school; specific information about career opportunities, training, and/or educational programs within the company, organization, or school; and the name of the person to whom you should direct future correspondence.

2nd paragraph - Offer thanks for providing the above information.

Sincerely,

(allow space for  
your handwritten signature)  
Your Typed Name

**IT IS GENERALLY UNWISE TO SEND A RESUME WITH A LETTER REQUESTING INFORMATION. (You might be rejected before you even apply.)**

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## CONTENT OF FOLLOW-UP LETTER

Your Present Address  
City, State Zipcode  
Date of Writing

Specific Name  
Title  
Company  
Street Address  
City, State Zipcode

Dear Mr. or Ms. \_\_\_\_\_:

1st paragraph - Tell the person how much you enjoyed meeting with him or her, mentioning the date and reason for the meeting (information or job interview). Personalize your letter by referring to some specific aspect of the discussion. Use this opportunity to reemphasize something you or the interviewer said in the discussion or provide additional information you may have forgotten to say or which you had said during the initial meeting.

2nd paragraph - Close by thanking the person for meeting with you, restating your continued interest in the job or field. Indicate that you would be happy to provide any additional information concerning your background or qualifications, and that you look forward to future communications/contact.

Sincerely,

(allow space for  
your handwritten signature)  
Your Typed Name

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