

Cover Letter – Template

Your mailing address

Your email address

Date

Contact's name

Contact's title

Organization's name

Organization's mailing address

Dear Mr./ Ms. _____:

State what position you are seeking. Explain why your background makes you a qualified candidate for the position you are applying for. Describe what prompted you to write (want ad, article you read about the organization, networking contact, etc.). Keep this paragraph short and hard-hitting.

Detail what you can contribute to this company. Show how your qualifications will benefit this potential employer. Describe your interest in the organization. This is the place to showcase any knowledge you have about the firm or industry that might set you apart from other candidates. Remember to keep this letter short. Few recruiters will read a cover letter that is longer than three-quarters of a page.

Close with your phone number and where/how you can be reached. Mention that your resume is attached and make a request for an interview. Mention that if you do not hear from the reader by a specific date, you will follow-up by phone (or mail or e-mail if the ad requests no phone calls). If you say you're going to follow-up, be sure to actually do it! Do not wait too long—about five to eight working days. The follow up call can get your resume noticed instead of sitting in a stack with 100 others. Lastly, thank the reader for their time, consideration and attention.

Sincerely,

(signature)

Your full name (typed)

Enclosure