

Cover Letter Guide

Your Name
Your Present Address
City, State, ZIP
Phone Number

Date

Person's Name
Title
Employer Name
Street Address
City, State, ZIP

Dear (Mr., Ms. Dr., etc) _____:

(First Paragraph) Indicate the reason for writing, the specific position for which you are applying, and, if there is a position opening, the source from which you learned of the job and the date it was posted. If you are inquiring about jobs in general and no opening was advertised, indicate your interest in career opportunities in your field.

(Second Paragraph) Mention why you are interested in the position or organization and its products or services. Relate your academic or work background to the position for which you are applying--how are you qualified for the position? Point out your practical work experience, specific achievements, and unique qualifications. Mention information other than what is on your résumé.

(Final Paragraph) Refer the reader to your enclosed résumé, which summarizes your qualifications, training, and experience. Refer to your interest in a personal interview. You may suggest several dates or indicate your flexibility as to the time and place. Restate your interest and indicate your eagerness to meet personally to learn more about the position. Include your phone number. If the vacancy notice included the employer's phone number, indicate that you will call within seven to ten days to find out if an interview can be arranged. If you indicate you will call, follow through! Thank the employer for taking the time to read your letter and résumé.

Sincerely,

Your written signature
Your typed name

Enclosure(s) (refers to enclosed résumé, reference list, etc.)

Please accept the enclosed resume as my application for the opening you have listed in the Armstrong Atlantic State University Office of Career Services. The Project Administrator position requires the kind of qualifications and skills that I possess.

While pursuing my degree at Armstrong Atlantic State University, I have gained valuable experience through both employment and volunteer activities. My recent internship position provided an opportunity for me to observe major projects being implemented and to generate documentation for those projects. In addition to management skills, I have strong communication and computer skills. Although I have not had experience with the specific software package you mention, my familiarity with other programs enables me to learn new packages quickly and easily.

Thank you for your consideration of my qualifications. I will call the last week of this month to check on the status of your search for the appropriate candidate.

Cordially,

Jane Doe

General Guidelines

- Use one page only
- Use the same size and style font as used in the body of your Resume
- Design your cover letter similar to your Resume (Resume and Cover Letter should look like they belong together)
- Avoid using “I” to begin every sentence
- Make every effort to get a specific name. If you absolutely cannot, address your letter to the right department, making sure you know the current name of the department – for example, Human Resources vs. Personnel
- If you are unable to get a name or do not even have the employer name, do not use “Dear Sir/Madam” or “To Whom It May Concern.” “Dear Employer,” “(Position Title) Search Committee,” or “Director of (fill in appropriate department)” are examples of appropriate salutations in these cases

Think of your cover letter as the basis of the ideal script for the job interview you’ll have with the person to whom you’re writing. Let your letter indicate the following:

- What topic could break the ice at the beginning of the interview
- What kind of personality you have
- What types of things you have to talk about in your meeting
- What you hope to get from the interview

Thank-You Letters

A follow-up letter to the interviewer makes you out from the other candidates competing for the position. Write your follow-up letter as soon possible after the interview.

Components of the Letter

- Type the letter in a business letter format. Address it to the person with whom you interviewed.
- Express appreciation *for* the opportunities to interview, tour the facilities, meet other employees, etc.
- Mention the day of your interview and the position for which you interviewed
- Express continued interest in the position and the company
- Re-emphasize your most important skills and qualifications and how you expect to contribute to the organization
- Include any information you forgot to mention in the interview, if necessary (be brief though)
- Close your letter with a comment about future contact with the employer