



## ***Career Services Center Cover Letter Example***

### **Heading:**

Your Name  
Street Address  
City, State, and Zip

Today's Date

Mr./Ms. (Contact's Name), Title  
Company Name  
Address and Street  
City, State, and Zip

### **Opening Paragraph:**

Creates interest in yourself and explains why you are writing. Use an opening sentence that makes the reader want to continue reading, and shows that you've done your research regarding the company's needs. State the position you are applying for, the reason for your interest in this field/position and interest in the employer. You may want to tell them how you learned of the opening.

### **Body:**

- Summarize the skills that you have that apply to the position you are seeking
- Give examples of your skills and experience with quantifiable results
- If you are in school or a recent grad, explain how your academic background qualifies you
- Expand on the information on your resume, and try not to repeat what is on it
- Be specific about the challenges, rewards, and people you hope to find in the position
- You may want to break this section into several short paragraphs

### **Closing Paragraph:**

- Refer to your enclosed resume
- Assert yourself – tell them you will call them within a designated period of time to set up an interview or that you are available for an interview at their earliest convenience
- Make action easy for the reader to take – list one or two phone numbers (in bold print) and days and time when you can be reached

Sincerely,

(Sign above your typed name)

Your name, Typed                      Enclosures: Resume