

General Model for a Cover Letter

NAME
Address
Telephone Number
E-mail

Date

Contact Person Name (Ms., Mrs., Mr., Dr.)
Title
Department (if applicable)
Organization
Street Address
City, State, Zip code

Dear Mr./Ms. etc. _____:

Indicate the position you are applying for and how you learned about it. If you were referred by an employee of the organization or a friend of the addressee this is the time to convey that information.

Explain why your background makes you the best candidate for the position that you are applying for. Keep this paragraph short and hard-hitting. Detail what you can contribute to the organization. Show how your qualifications will be of benefit. Remember to keep this letter short; few employers will read a cover letter longer than half a page.

Describe your interest in the organization. Subtly emphasize your knowledge about this organization (the result of your research effort). It is common courtesy to act eager to work for any organization that you seek employment with.

In the closing paragraph you should specifically request an interview. Include your phone number and the hours when you may be reached. You should mention that you will follow up with a phone call in a week or so to arrange a time that is convenient for the employer to meet with you. Then follow through and call.

A simple thank you is polite.

Sincerely,

Signature

Your full name (typed)

Enclosure (If mailing a hard copy)