

CFANS 3201: Cover Letter Format Guidelines

All cover letters should:

Explain why you are sending a resume.

Don't send a resume without a cover letter.

Don't make the reader guess what you are asking for; be specific: Do you want a summer internship opportunity, or a permanent position at graduation; are you inquiring about future employment possibilities?

Tell specifically how you learned about the position or the

organization — a flyer posted in your department, a web site, a family friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write.

Convince the reader to look at your resume.

The cover letter will be seen first.

Therefore, it must be very well written and targeted to that employer.

Call attention to *elements* of your background — education,

leadership, experience — that are relevant to a position you are seeking. Be as specific as possible, using examples.

Reflect your attitude, personality, motivation, enthusiasm, and communication skills.

Provide or refer to any information specifically requested in a job advertisement that might not be covered in your resume, such as availability date, or reference to an attached writing sample.

Indicate what you will do to follow-up.

- **In a letter of application** — applying for an advertised opening — applicants often say something like "I look forward to hearing from you." However, if you have further contact info (e.g. phone number) and if the employer hasn't said "no phone calls," it's better to take the initiative to follow-up, saying something like, "I will contact you in the next two weeks to see if you require any additional information regarding my qualifications."
- **In a letter of inquiry** — asking about the possibility of an opening — don't assume the employer will contact you. You should say something like, "I will contact you in two weeks to learn more about upcoming employment opportunities with (name of organization)." Then mark your calendar to make the call.

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Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph:

- Tell why you are interested in the employer or type of work the employer does (stating that you are interested does not tell why, and can sound like a form letter).
- Demonstrate that you know enough about the employer or position to relate your background to the employer or position.
- Mention specific qualifications which make you a good fit for the employer's needs. [This is an opportunity to explain in more detail relevant items in your resume.]
- Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph:

- Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more.
- State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when.
- State that you would be glad to provide the employer with any additional information needed.
- Thank the employer for her/his consideration.

Sincerely,

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(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.)