Cover Letter

Cover letters are your introduction to the employer, and if your cover letter isn’t excellent, the employer may not proceed to your résumé. You should always write and send a cover letter with your résumé. Rather than being a summary of your résumé, a cover letter is used to expand on the information in your résumé. It allows you to personalize your qualifications and demonstrate to the reader how you meet the company’s needs.

Your street address (no abbreviations)
City, State, Zip Code

Date of Letter

Mr. John Smith (Contact Name)
Vice President (Contact Title)
XYZ Company (Company Name)
123 Main Street (Street Address)
Indianapolis, IN 46202 (City, State, Zip Code)

Dear Mr. Smith: (use Mr. or Ms. Last Name)

Paragraph #1: The purpose of the letter
• State the reason that you are writing: name the position to which you are applying and how you heard about the opening
• Indicate why you are interested in this position (focus on what you like about the company or position).
• Lay the groundwork of why you are a strong candidate (focus on your fit with the company)

Paragraph #2: Tell your story
• Illustrate your worth and value to the company
• Highlight skills and experiences that are relevant to this position
• Match your skills to the position
• Provide examples from your work and/or academic experiences

Paragraph #3: Close the deal
• Thank the reader for their time
• Restate your interest in the position
• Suggest an interview or a meeting to discuss the position and your qualifications
• Identify follow-up steps
• Provide contact information (phone number and e-mail address)

Sincerely,

Your Name Signed
Your Name Typed