

COVER LETTER TEMPLATE

Applicant's Contact Info [use the same heading as your resume]

Date of Letter

Employer's First and Last Name – for example, John Smith

Employer's Job Title

Company Name

Company Address

Company City, State, Zip

Salutation Options:

“Good morning/Good afternoon:” Or “Dear John Smith:”

Opening Paragraph: Grab their attention with a compelling statement about why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization. Connect yourself to the organization through a mutual contact (family member, friend, HPU alum, recruiter you have been in contact with, etc.) And/or make “connections” between you, the company/city/geographical area/industry – you want them to think you are “one of them.”

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Closing Paragraph: You may refer the reader to your enclosed resume, which gives a summary of your qualifications, or whatever media you are using to illustrate your training, interests and experience. Have an assertive (but appropriate) closing to pave the way for the interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

Your name typed

TIPS FOR CRAFTING AN EFFECTIVE COVER LETTER

- Address your letter to a particular person by name and title in the addressee section – do your research to find this info
- To avoid assuming personal pronouns, use a salutation such as, “Dear First Name Last Name:” or “Good morning:”
- Communicate CONCISE and SPECIFIC information that will make the reader want to READ your resume
- Be personable – do not use generic, over-used wording like “I am a great team player.”
- Be positive and enthusiastic
- Make margins of your letter the same as the margins of your resume and reference page, and be sure to use the same font and font size – your letter should “match” your resume in appearance