A cover letter should accompany your resume and is usually the first glimpse of you that the employer has. The following links will give you additional insight on what a cover letter is, the different types of cover letters and what a cover letter should include.

There are also 3 cover letter examples on the following pages.

What is a cover letter?

<http://www.freeresumehelp.net/what_is_a_cover_letter.html>

What are the different types of cover letters?

<http://www.everydayinterviewtips.com/5-types-of-cover-letters/>

All cover letters should?

<http://www.career.vt.edu/jobsearchguide/coverlettersamples.html>

Hard copy: sender address and contact info at top. ***Your address and the date can be left-justified, or centered***.)

Your Street Address
City, State Zip Code
Telephone Number
E-mail 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 (Simply 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. (Focus on what you can do for the employer, not what the employer can do for you.) 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 about their opportunities or hiring plans. 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,

(Your handwritten signature [on hard copy])

Your name typed
(In case of e-mail, your full contact info appears below your printed name [instead of at the top, as for hard copy], and of course there is no handwritten signature)

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

(***Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style***. See the following examples for variations in organization and layout.)

Phone Number
Cell Phone Number
Email

Date

**Employer Contact Information**

Name
Title
Company
Address
City, State, Zip Code

Dear Hiring Manager,

I am interested in the summer position at Sarasota Store advertised in The Sarasotian.

I have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people.

I believe that my communication skills, customer service abilities, and positive work ethic would make me an asset to your store.

Thank you for your consideration. I can be reached at firstlastname@gmail.com or 222-222-2222. I look forward to hearing from you soon.

Sincerely,

*Your Signature*
Your Typed Name

City, State Zip
cell: 555-555-5555

Date

Name
Job Title
Company
Street
City, State Zip

Dear Ms. LastName,

I am interested in applying for the research assistant summer position that was listed on Monster.

I have laboratory experience in biology, chemistry, and geology, both in the field and in a research setting. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

I believe that I would an asset to your program. (*State position*) would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Signature

FirstName LastName