

# 8 Cover Letter

Your resume should always be accompanied by a well-written one-page cover letter. Your cover letter should be written in standard professional business letter format. Produce each letter individually. It should be a personal letter, addressed to a specific individual, at a specific company or organization, and making reference to a specific job. Never send a form letter. Avoid salutations that sound too impersonal or too general, like *Dear Sir* or *Dear Sir/Madam* or *To Whom It May Concern*. The letter should be single-spaced. Use active rather than passive voice. Edit carefully, double-checking for spelling, grammar, or typographical errors. Use the same matching high quality paper for your cover letter as your resume. You may wish to use this sample cover letter as a guide in producing your own unique letter.

Your Address  
City, State Zip Code  
Date

Name, Title  
Company  
Address  
City, State Zip Code

Dear Mr. \_\_\_\_\_ :

Paragraph One. State your objective and mention the job position by specific title or by department. Express your interest in applying for a particular position or in researching any possible availability.

Paragraph Two. Give a brief summary of your qualifications, skills and experience. Demonstrate how your qualifications, skills and experience relate to the job. Mention unique attributes that set you apart from the competition.

Paragraph Three. Express an interest in learning more about the company and the job. Request an interview.

Sincerely,  
Your Signature  
Your Name  
Telephone Number

Your address block...  
Do not include your name.

Address block of employer...  
Includes name and title of person.

Salutation... Dear Mr., Ms., or Dr.

First paragraph... first main idea.  
Tell the reason why you are writing the letter. Short, simple, and direct.

Second paragraph... next main idea.  
Sell yourself. State your qualifications for the job.

Third paragraph... last main idea.  
Ask for the interview.

Signature block... Don't forget to sign the letter with a black ink pen in your own handwriting.