

HOW TO WRITE A COVER LETTER

CONTACT INFORMATION: Use the same heading that you use on your resume. Just copy and paste it onto your cover letter. You'll have matching resume and cover letter headings that will give a professional and consistent look to your job search tools.

Current Date



4 Spaces

Name, Title
Organization
Street Address
City, State, Zip Code



2 Spaces

Dear First & Last Name:

1 Space

Opening Paragraph – Tell how you learned of the opening or organization. If someone within the organization or connected to the organization referred you to the position, state it in the opening sentence. Name the position, field, or general area you want to be considered for. Tell why you are interested in the organization or type of work.

Middle Paragraph - This is where you “sell” your skills and abilities. You may state your current status (i.e. I will be graduating with a ____ degree from Southwest Minnesota State University...etc.). State one or two qualifications that would be of interest to the employer. Match your skills to the needs of the employer. Make sure this information does not just duplicate what is on your resume. If you have any specialized skills, be sure to point this out. Document your claims with statements that show evidence of your skills.

Closing Paragraph – Reaffirm your interest in the position. Request an interview. State that you will follow up with the employer after 2 weeks if you haven't heard from them (NOTE: Follow up is key. Make sure you contact the employer as you indicated). List a number and email address where you can be reached. Let that employer know that you look forward to hearing from them soon. Thank the reader for their time.↓

2 Spaces

Sincerely,



3 to 5 Spaces

(Your handwritten signature-Blue or Black ink)

Type your name

Enclosure