



*Career Services & Practicum Center*  
*Cover Letter Guidelines*

---

Your name  
Your street address  
City, State, Zip Code

Month, Day, Year

Name of person you are writing  
Title of person and/or Department  
Name of Organization/Company  
Street Address  
City, State, Zip Code

Dear Mr./Ms./Dr. Last Name: *\* With a real person contact, you can confirm your application status easier than sending your cover letter to an anonymous "Sir or Madam."*

**Opening Paragraph:** I am extremely interested in obtaining a/an (Title) position with (Company Name) that was advertised in the (Newspaper, Internet Ad, etc.) on (Date). Or, open with: (Name of your referral) recommended that I contact you about a possible (Title) position with your company. I have outlined relevant background information about myself below and attached a copy of my resume for your consideration.

*\* State your interest for the specific position or type of work for which you are applying for. Utilize your research of the company to explain what attracted you to their organization and what skills you have to offer them. Mention the name of anyone you've spoken to previously at the organization..*

**Second Paragraph:** Detailed on my resume, you will find experience in (field or practicum experience) and academic courses in (relevant classes). My strengths include (list areas & explain why). As you will see in the enclosed resume, I possess skills in (relevant skill) and (relevant skill). I've had a number of opportunities to use these abilities to (describe relevant & important accomplishments – use facts, figures, and numbers when possible).

*\* Explain how your skills/experiences/accomplishments will benefit the employer in this job position and to their company's needs. If you're unsure about what exactly the company is looking for, conduct further research through the Wall Street Journal, BusinessWeek magazine, Internet, or any current business news source.*

**Third Paragraph:** *\* Only include if you have extensive and important details of more skills and abilities that would "add value" to your application to the employer.*

**Closing Paragraph:** I am enthusiastic about the possibility of continuing my career with the fresh challenges at (Company Name). I look forward to discussing the position in greater detail and can be reached at (Phone/email). Thank you for reviewing my credentials.

*\* Convince the employer you would represent them in a positive, effective, and professional manner. Cover letters and resumes do not always stay filed together in an office, so it's a good idea to have your contact info easily accessible. Show initiative by stating how you will follow up with them at a later date.*

Best regards,

*\*Your signature*  
Your Name

Enclosure