

ABOUT COVER LETTERS

The cover letter should demonstrate professionalism, interest in the organization, and highlight the skills, experience, accomplishments, and qualifications that make you a match for the position.

A proper cover letter shows why you can be an asset for the company, and lets the reader know in a positive way that hiring you will lead to increased productivity and greater efficiency. Always conclude the letter by initiating the next step.

COVER LETTER TEMPLATE

Date

Ms./Mr. FirstName LastName

Job Title

Organization's Name

Organization's Address

Dear Ms./Mr. LastName:

Opening Paragraph – State why you are writing, the position you are applying for and mention how you heard of the opening.

Middle Paragraph – Explain why you are interested in working for the organization and why you desire this position. Mention your related experience, and point out your achievements/qualifications that make you a match for the position.

Closing Paragraph – Refer the reader to the enclosed resume. Prepare an appropriate closing that paves the way for an interview by giving your phone number, or offer a similar suggestion that will encourage the next step.

Respectfully,

<Your Signature>

Your Name