

# Cover Letter / Letter of Introduction

Heading

Your Name

Your Address

Your Phone Number

Your Email

Inside address

The name of the Person you're writing to (or company name)

Title of the Recipient

Their address

Salutation (2 lines below inside address; Examples: Dear Mr/Mrs/Miss, To Whom it May Concern, etc.)

Body of letter (2 lines below the salutation)

First Paragraph: Answer the following questions: Why are you writing? What position are you applying for? Convince the person that you are writing to that they should grant you and interview.

- ✓ I am writing to express my desire of becoming..., applying for a job in the field of..., etc.
- ✓ I am applying for the position of...
- ✓ Follow up with the reasons why you are interested in this job/career

Middle Paragraphs: Describe what skills you have to offer the employer and why they need a person with these skills. What experience do you have, and how does it relate to the position that you are applying for?

Don't repeat your resume, interpret it!

- ✓ I am skilled in...
- ✓ An example of how I've used the skill of \_\_\_\_\_ was...
- ✓ Additionally, I am skilled in the area of \_\_\_\_\_
- ✓ An situation on which I have used this specific skill was...

Final Paragraph: Thank the employer for considering you for the position. Include information on how you will follow up (usually within 1 week), etc.

- ✓ Thank you for considering me for the position of ...
- ✓ I will be contacting you within...(amount of time)
- ✓ Additionally, you can expect my resume for the position of \_\_\_\_\_ by...(date)

Closing (forms: Sincerely, Best, Regards, Take Care, Thanks, Respectfully Yours, and the like)

Signature (type your name 4 spaces below the closing and sign in the space between)

Example:

Amy Bryant