

Your Current Street Address
City, State, Zip Code

Date

Mr./Ms./Dr. Name
Job Title of Individual
Organization Name
Street Address
City, State, Zip Code

Dear Mr. ___/Ms. ___/Dr. ___:

Begin by stating the position you are applying for, how you learned of it, and why you want to work for their organization. Write in a conversational style and keep each individualized letter to one page. **Emphasize what you offer the employer related to the job you're seeking** (not what you want the employer to offer you).

Highlight your education, qualifications and skills. Describe your education, related courses, team or individual class projects, research, thesis and any academic experience which demonstrates your career related skills and knowledge.

Describe your career experience (jobs, internships, campus and community activities). Describe your experiences which demonstrate specific skills and knowledge that are mentioned in the employer's job description. Provide specific examples of your accomplishments. Describe situations where you demonstrated the skills or work characteristics required for the position you are seeking. Only mention the most significant contents of your resume in your cover letter.

Close with a summary sentence about your qualifications and interest in the position. Request an opportunity for an interview and state that you may be reached by telephone at _____ or through e-mail _____. Thank the employer for their consideration of you for the position.

Sincerely,

your signature in black ink

Your typed name

Enclosure: Resume