### MODEL OF A COVER LETTER

- **Applicant’s Address**
- **Applicant’s Phone Number**
  
  (2 spaces)
- **Date**
  
  (2 spaces)
- **Name of contact person**
- **Title**
- **Organization**
- **Street Address**
- **City, State, Zip**

#### Use complete title and address

- **If possible, address it to a particular person by name**

  Dear (contact person):

  (2 spaces)

#### OPENING PARAGRAPH: Make it good!

*Make the reader want to continue reading

*May use a question that zeros in on a high-need area of the employer.

*Name the job for which you are applying. Tell how you learned about it.

*Mention the name of the person (if any) who referred you to the organization—preferably a colleague of the contact person.

#### BODY PARAGRAPH: Critical content section

*Acknowledge the skills required by the open position

*State the skills/strengths you will bring to the job and that parallel those needed to fill the position.

*Give examples of your skills and work experience—quantified results, accomplishments, achievements—and how they will transfer to the job.

*You may wish to build this section from several short paragraphs that separate and emphasize your skills and strengths.

*Make the addressee want to read your resume, but don’t reiterate your entire resume.

#### CLOSING PARAGRAPH: Push for personal contact; an interview.

*Refer to the documents enclosed or available, such as your resume, reference letters, a reference sheet, and writing samples.

*Assert yourself by telling the contact person you will call him/her on a designated date to set up an interview. Alternatively, state that you are available for a personal interview at his/her convenience.

*Make it very easy for the person to contact you: list one or two phone numbers and days and times when you can be reached. Yes, even though it’s on the resume, state it again.

- **Sincerely**

  (4 spaces – Don’t forget to sign above your name)

- **Your name typed**

- **Enclosures: Resume (list everything else enclosed)**