

## GUIDELINES FOR COVER LETTER

Put your name and contact information here.  
It should be identical to your resume letterhead.

Date

Name of Contact Person

Title (if known)

Company Name

Address

City, State Zip

Dear Mr./Mrs./Ms., \_\_\_\_\_, **or** Dear Morgan Jones:

**First paragraph:** State why you are contacting them, the position for which you are applying and how you learned about the opening (friend, career center, monstertrak, etc.) *If you have personal contact, this is the place to name drop.*

**Second paragraph:** Indicate why you are interested in the company, the position, its products or services. What is it about the organization that makes you want to work for them? This is where you show the company you have done your research, i.e., "**Why** do you want to work here?"

**Third paragraph:** Summarize your qualifications, training, and experience. Explain how your qualifications or transferable skills match the qualifications for the position. Show your personality and enthusiasm. Describe what you can contribute to them, i.e., "**Why** should we hire you?"

**Final paragraph:** In the closing paragraph, ask for the interview and indicate your flexibility as to the time and place.

**Example:**

"I would very much like to meet with you to discuss my qualifications and the possibility of working for (Company Name). You can reach me at (phone number) **or** I will contact you on (be specific) to arrange an appointment at your convenience. Thank you."

OR

"I would appreciate discussing my qualifications with you at your earliest convenience. I will call next week to arrange an appointment. Thank you."

Sincerely,

(4 line spaces – your signature)

(Your Name: Typed)