SAMPLE COVER LETTER

Your address

Date

Title or Name (if available) of contact
Address
Ithaca, NY 1485X

Salutation, (use a name, if available)

Opening Paragraph: State the purpose of your letter (e.g., applying for specific known opening). Use a strong beginning sentence showing the benefits to the organization if he or she reads further. If you have an out-of-town address, and already have plans to relocate to the area, be sure to mention it and indicate when.

Middle Paragraph(s) or bullet points: Highlight your knowledge, skills, and abilities as they relate to that particular organization and/or the specifics of the position (e.g., why you are interested and how you are qualified). Be positive. Do not refer to the qualifications you do not possess! Also, the focus should be on why you are right for the job, not why the job is right for you. This/these paragraph(s) or bullets should not be a repeat of your résumé but should call attention to specific qualifications that best match the job description. The cover letter should enhance, not just repeat, the résumé. Keep in mind that the cover letter will be viewed as a writing sample. Proofread, proofread, and proofread again. Do not depend on your computer’s spell checker.

Closing Paragraph: Close your cover letter with a positive statement and request an interview. Leave instructions on how to contact you. Repeat your interest in the organization and thank the employer for considering your qualifications.

Complimentary Close:
Best Regards,

Your Name