



# Guide For Writing A Cover Letter

Your Name  
Address  
City, State, Zip  
Area Code and Phone Number  
Email

(Current Date)

Name of Individual, Title  
Company Name  
Address:  
City, City State, Zip

Dear \_\_\_\_\_:

## **Opening or first paragraph:**

- Explain the reason for writing the letter.
- List the specific job you are applying for if you know what it is.
- List source of the information such as ad, school, JobNet, Internship office, referral person, etc.

## **Middle paragraph(s) or main body of letter:**

- State why you are interested.
- State qualifications.
- Explain how your experience, education, etc. fits with this job.
- Clearly state what you can do for the company.
- Explain strengths, give more detail, etc. of areas not covered on the resume.
- Show that you know about the company, their products, reputation, etc.

## **Final paragraph or closing:**

- Request a meeting or interview.
- If desired, state days and times you may be available to meet with them.
- Refer to your attached resume for their review.
- Again, list your phone number where they can reach you or leave a message for you.
- Thank them for their time and consideration.

## **Closing:**

Sincerely,

*(Don't forget to sign here)*

Type your Name

Encl: Resume