

Suggested format for Cover Letters

Date of letter

Name (Mr. Thomas Jones)
Title
Company Name
Street Address
City, State ZIP

Dear Mr. Jones:

1st PARAGRAPH – tell why you are writing, mention the name of the position, or field, or general vocational area in which you are applying; tell how you heard of the opening or organization.

MIDDLE PARAGRAPHS – mention one or two qualifications you think would be of greatest interest to the employer, tell why you are particularly interested in this company, location or type of work. Be sure to indicate any related experience, educational background or specialized training that might increase your employability. This is your opportunity to really highlight your skills for the employer. Draw one or two items of interest from your resume. Then refer the reader to your enclosed resume. Make a position statement about your skills and abilities. If applicable, indicate your willingness to relocate. (If necessary, split this into two paragraphs.)

LAST PARAGRAPH – close with info on how you plan to follow up. Give an approximate time period in which you will re-contact the company to further discuss employment opportunities. Don't say "I look forward to hearing from you." Keep the ball in your court!

Sincerely,

Signature

Your typed name

Questions?

WTAMU Office of Career and
Professional Development
Student Success Center
CC 113
806.651.2345
wtcareer@wtamu.edu

General Tips –

- Write to someone in particular
- Make **zero** grammatical errors
- Personalize your content (mention the name of the company or its product as appropriate)
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Target **YOUR** skills and experience as they apply to the job sought
- Define the next step