

# Suggested format for Cover Letters

Date of letter

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

Dear Mr. Jones:

**1<sup>st</sup> 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

## Cover Letter Example for Mail or Online Application

### Ima Programmer

1000 Buffalo Drive | Canyon, TX 79016 | (806) 651-2345

November 15, 201X

Ms. Connie Wilson  
Director of Human Resources  
XYZ Corporation  
P.O. Box 1000  
Amarillo, Texas 79120-0020

Dear Ms. Wilson:

Please accept my resume and cover letter as application for the Computer Programmer Internship at XYZ Corporation that is advertised through West Texas A&M University's Cooperative Education and Internship office. My knowledge and my status as a senior Computer Science and Biochemistry major at WTAMU make me an ideal candidate for this opportunity.

I am highly interested in software programming as a career field and have already obtained many programming skills through my education at WTAMU. Before graduating in May 201X, I became a Sun Java Certified Programmer, writing programs in C++, JavaScript, and XHTML. Additionally, I have excelled in all the course work required to earn a degree in Computer Science.

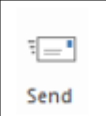

Finding creative solutions through the use of computer technology is one of my talents and one which your job description indicates XYZ Corporation is seeking. In my last position with ABC Company, I utilized these skills to increase company productivity which lead to a larger client base within only a few months. On my attached resume, you will find similar achievements

I am confident that my unique blend of scientific education and proven technology skills, along with my motivation to excel will be an asset to your organization. I will contact you the week of November 20<sup>th</sup> to verify that you received my application information and if possible, to set a time to formally discuss this internship opportunity. Thank you for your time and consideration.

Sincerely,

Ima Programmer

## Cover Letter Example in Email

	From	imasuccess@yahoo.com
	To ...	heather_weight@abccorporation.com
	Cc ...	
	Subject	Book Buyer Position
	Attached	 Resume Ima Success.pdf 141 KB

Make sure to attach your customized resume for the job as a PDF

Dear Ms. Wright,

After hearing you and Mr. Duncan speak last week at West Texas A&M University, I reviewed ABC Corporation's website and I was thrilled to see an opening on one of your product teams. The Book Buyer position immediately caught my attention because it closely parallels my experience and education. An excellent position in the retail arena is my goal following graduation this May.

I am experienced and fully proficient in the areas listed in your posting, including: working as part of an integrated team, representing an organization in vendor relations, operating within a budget, and learning to use new software. Additionally, highly successful teams and mutually beneficial business relationships are also an interest of mine. This is a strength I thoroughly enjoy cultivating, especially given the link between such relationships and positive outcomes for all involved.

I believe my skills in analysis, problem solving, organization, and communication, plus my experience (summarized in the attached résumé) offers a strong match for the ABC Product Team. My formal training includes specialized courses in consumer behavior, communications, leadership development, and organizational behavior. In addition to this formal education, I have also traveled extensively in the U.S. and Canada. I look forward to discussing how my qualifications could work for ABC Corporation.

Your warmth toward our classes combined with Mr. Duncan's presentation inspired me. A proactive company like ABC Corporation would be a perfect fit for me. I will call you next week to answer any questions that my résumé may prompt. Thank you for your consideration.

Sincerely,

Ima Success  
[imasuccess@yahoo.com](mailto:imasuccess@yahoo.com)  
(806) 651-2345

Provide additional contact information in your signature