

Joe Smith

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Month Day, Year

Hiring Manager
Name Company
Name Address
City, State Zip

Dear Employer Name:

The first portion of the cover letter is an introduction. In this paragraph you should include how you were made aware of the position opening and how it pertains to you. You might have been referred to this company or position by a friend or relative. Maybe you found the position posting online or in a newspaper. Also in this paragraph you should include why you are writing. Tell them that you would like your resume and application materials submitted for consideration.

The second portion of the cover letter is the sales pitch! This is where you provide all the necessary information about yourself that will get the employer interested in reading your resume. Use examples from your resume to provide evidence of the skill sets and qualifications you possess and include reference to the required or preferred qualifications as listed in the job posting. Don't repeat your resume here; instead direct them to read it. This second section of the cover letter is usually one or two paragraphs at most.

The third portion of the cover letter is the logistical "wrap up" portion. Thank the employer for reading your information and provide a request for further contact.

Sincerely,

Your Name

SOURCE: Allegheny College Career Services. (n.d.). Developing Professional Documents: A Guide for CareerSuccess. Retrieved from http://associationdatabase.com/aws/NCDA/asset_manager/get_file/67664?ver=478