

Your Full Name

Your Address
Your City, State Zip
Your Telephone Number
Your Email Address (optional)

Today's Date

Company Representative's Name
Company/Organization's Name
Company/Organization's Address
City, State Zip

Dear [Mr./Ms. Person's Last Name]:

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1 1/2 inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with "I".
- No longer than 1 page, write concisely.
- Keep a copy for your records.

In December 2001, I will be relocating to [City] and seeking [full-time/internship/Cooperative Education experience]. While pursuing my Bachelor's degree, I have focused on strengthening my skills in the field of [name of field]. After reviewing your website, I feel I could make a significant contribution to [name of area or department].

Through my education and [internship/Coop/employment], I have developed [name skills from the ad or website that you possess]. These experiences allowed me to strengthen [state some of your key qualities, ex. communication, leadership, etc.]. In addition to these experiences, I have been active in [list volunteer/organizations]. [Indicate 1 – 2 sentences of how these experiences will benefit the employer]. [Relate your interests and qualities to the position's description and refer to your enclosed resume].

I would appreciate the opportunity to visit with you and learn more about employment with your company. I will contact you next week to confirm receipt of my resume. If you wish to contact me before this time, please call me at (xxx) xxx-xxxx. Your consideration and time are appreciated.

Sincerely,

[Your signature here]

Your Typed Name

Enclosure