

. cover letter writing .

Types of Cover Letters

- A “letter of inquiry” is written to inquire about opportunities or request general information about a company. A resume is attached.
- A “letter of application” is written to apply for a specific position within the company. A resume is attached.

Regardless of type, the following guidelines can help make your cover letter effective.

Cover Letter Tips

- Use block or modified block business letter format; keep the wording professional.
- Try to send each letter to a specific person; make it personal. If needed, address to “To Whom It May Concern.”
- Individualize the letter by incorporating information you have acquired through researching the company.
- Proofread your letter to ensure it is error-free.
- Laser print the letter on high quality paper that matches your resume.

Parts of a Cover Letter

This simple outline can help you write winning cover letters every time!

Top of Page

- Be sure to include your return address, the current date, their address, and a salutation.

Introductory Paragraph

- State why you are writing. “I am writing to apply for...”
- State the specific job title of the position for which you are applying.
- Mention how you heard about the job opening.
- Indicate some knowledge of and/or interest in the organization.

Body Paragraph(s) 1-2

- Mention how your skills, education and/or experience are relevant to the position and/or how they coincide with the organization’s needs.
- Highlight your strengths and qualifications without repeating your resume. Use specific examples to provide evidence of skills, experiences, and accomplishments.

Closing Paragraph

- Indicate what actions you would like to have happen next.
- Ask for an interview; state that you will follow up in the next two weeks.
- Express your appreciation for the employer’s time and consideration.
- Provide your phone number and email address to make it easy for them to contact you.
- Be sure to sign your letter if sending in the mail!