

SAMPLE Cover Letter

[Street Address]
[City, ST ZIP Code]

Month, Day, Year

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Use Arial or Times New Roman Font, 11 or 12 point

Dear Mr. Ms. [Recipient Name]: (Use LAST name only. If you do not know the name, Hiring Manager will suffice)

Please accept this letter and attached resume as indication of interest in making application for the position of **Enter the name of the job for which you are applying here** as posted on **Enter the ACTUAL website name. For example, instead of saying “your school’s website” say The University of Scranton Employment Website.**

I believe the qualities I bring to the position will make me an asset to the organization. More specifically, as outlined in your announcement, I possess the following skills and experience:

- ◆ Communication Skills: Throughout my experience as a Network Engineer for TR Associates, I was required to interact on a daily basis with all levels of the organization as well as with customers, both verbally and in writing.
- ◆ Name the next requirement here and then state how you are qualified by giving specific examples as outlined above.
- ◆ Do this for one more major requirement listed on the job announcement. You don’t want to overload the letter with a list of accomplishments.

In addition, I am currently pursuing my B.A., B.S., M.S, etc. in (name the school of study here) from The University of Scranton, and I am confident that this, in conjunction with the above mentioned skills, will make me an excellent **Name the job title here.**

If you feel that my qualifications meet with your approval, I will make myself available for interview at your convenience **(Do not tell the prospective employer when YOU can interview, as this may seem as though you are not flexible or accommodating. Wait until you receive a phone call and then work on a time that is acceptable for both of you).** I may be reached at 570-555-0000 between the hours of 9:00 a.m. and 5:00 p.m.

Thank you in advance for your time and consideration

Sincerely,

[Your Name]
Enclosure

4 spaces between Sincerely and Your Name. Handwrite your signature in blue or black ink. If sending electronically, leave this space BLANK as it is assumed you would have written your signature

First Paragraph – mention what you are doing and where you heard about the job

Mention how you are a better candidate than others by highlighting achievements

Tell the employer what you will do next and where you can be contacted