YOUR NAME HERE

555-555-5555 • youremail@gmail.com • Your Address, City, State, ZIP code

DATE

Contact’s Name
Contact’s Organization
Contact’s Address
City, State, and ZIP Code

Dear CONTACT’S NAME

FIRST PARAGRAPH: Grab the reader’s attention in this paragraph. Explain why you are writing the letter. What type of work are you interested in? What position are you applying for? How did you learn about the job?

BODY PARAGRAPH(S): Be specific about your interest in the position. Summarize your qualifications and background, and show the reader why you should be considered. Think from an employer’s point of view, and be as specific as possible about the job you want. Try to answer the question “Why should I hire this person?” Talk about what you can do for the company, not what the company can do for you.

CLOSING PARAGRAPH: Refer the reader to your general qualifications on your resume. Ask for action, suggesting when you are available. A positive request is harder to ignore than a vague hope. You might also consider requesting an interview and telling the employer when you will follow up to arrange it. It is also a nice touch to re-include your contact information if you are requesting that the organization contact you.

Sincerely,

Your Signature Here

Type Your Name Here

“Enclosure” simply indicates that one or more documents are included with the letter.

Avoid addressing your letter “To Whom it May Concern.” If you cannot find a specific name, “Hiring Manager” or “HR Department” would work.

If printing your cover letter, a handwritten signature is a nice touch.

SEE EXAMPLE COVER LETTER ON REVERSE
April 2, 2014

David C. Johnson
Clearlink
5202 W. Douglas
Salt Lake City, UT 84116

Dear Mr. Johnson:

As a marketing major, I am interested in working with SEO, driving more consumers to websites, and increasing the success of online marketing. I learned about the Marketing Internship while exploring the Clearlink website, and Dr. William Downing at Brigham Young University recommended I apply. Based on the qualification you have listed and my previous experience, I feel I am an excellent candidate.

Last summer I fine-tuned my SEO skills while working with the online marketing of a local start-up company. During my time with the organization we had a 200% increase in web hits, which led to an increase of 80% in sales. I am comfortable working with many search engines and websites, and am confident that I will quickly learn how to efficiently gain more online exposure for Clearlink. My verbal and written skills are equally dependable, which I understand is essential for this type of position.

Thank you for your time and consideration. If you have additional questions, or would like to schedule an interview, please feel free to contact me at 801-555-4242 or by email at marie_peterson@gmail.com. I look forward to meeting with you to discuss how my experience will best meet your needs.

Sincerely,

Marie Peterson

Marie Peterson

Enclosure