

COVER LETTER LAYOUT SAMPLE

OFFICE OF CAREER EDUCATION & DEVELOPMENT

SLIPPERY ROCK UNIVERSITY

Your Street Address
Your City, State Zip code
Your area code and phone number *(optional)*
Your email address *(optional)*
(Your information section could also mimic your resume heading as another option)

Date with month written out, day, and 4-digit year

(1 - 4 blank lines, depending on length of letter)

Name of Recipient
Title of Recipient
Organization
Street Address
City, State Zip code

Dear Mr./Ms./Dr. Last Name of Recipient (or if name is unknown, job title of person most likely to receive documents):

SECTION 1:

Name the position for which you are applying and tell the employer how you became aware of it. State why you are interested in the position and what you can contribute to the organization. If you were encouraged to apply to this position by someone who is connected with the organization, then mention their name in this initial section.

SECTION 2:

Indicate what you can do for the employer based on his/her needs. Explain how your academic background and the skills you have acquired from other experiences, such as internships, part-time jobs, and activities, make you a qualified candidate for the position. If you have qualifications that are not noted on your resumé, here is your opportunity to discuss them. This section can extend to 2 paragraphs if needed.

SECTION 3:

Take a moment to share what you know about the company and why you would be a good fit. Indicate what are they doing as an organization which aligns with your goals/philosophies of the field. Consider sharing how the organization's or department's mission/vision/values inspire you or go above and beyond industry standards. Highlight any awards/accomplishments or current news events regarding the organization/department and why that adds value to the company.

SECTION 4:

Refer the reader to an enclosed resumé or application, which summarizes your qualifications, training, and experience. You may also make the employer aware that your references and, if appropriate, portfolio/writing samples are available upon request. If the employer asks for salary requirements, either state that your salary requirements are commensurate with industry standards or provide a salary range and express that you are willing to negotiate. State what you will do next (such as calling to see if an interview can be arranged at the employer's convenience). Thank the employer for their consideration.

Sincerely,

(Written Signature) (2-4 blank lines)

Your Name Typed

(2 blank lines)

Enclosure