Sample Cover Letter Template

Your street address or box #
Your City, State, Zip Code
Month, Date, Year

Mr.Ms. Dr. Jane Blank
Their title
Name of Organization
Their Street Address or Box #
City, State, Zip Code

Dear Ms. Blank:

1st Paragraph • Tell why you are writing; name the position, field, or general career area which interests you. Tell how you heard of the opening or organization.

2nd Paragraph • Mention the qualifications you think will be of greatest interest to the organization, relating your remarks to their needs. Tell what you have to offer them, and perhaps why you are interested in the employer or type of work. If you have had related experience or specialized training, be sure to point it out. This is not the time to talk about how the job looks is interesting and attractive to you, it's a summary of skills and experiences you have to offer the potential employer.

3rd Paragraph • Close by making a request for an opportunity to visit the employer to discuss your qualifications. You may state that you will call the organization in a specified time period to ascertain the status of your resume. Do not automatically expect them to interview you or state that you will call to set up an interview; they make the choice to interview you if your resume indicates you meet their criteria. Indicate that you will follow up with a phone call about the possibility of an interview. Thank the employer for his/her consideration of your application materials.

Sincerely,

(*Your Handwritten Signature*)

Type Your Name

NOTES:

1. Cover letters (also known as "letters of intent" or "letters of application") may come in a variety of formats. If you are sending your cover letter as a Microsoft word document via a computer, it is best to left justify all margins and do not use tabs, to assure that the document will be easily readable by the receiver.
2. Use a plain font like Times New Roman. Do not make the font smaller than 10 or larger than 12 point.
3. Try to address the letter to a specific individual if you can (call the person's office assistant for the correct spelling and his/her correct title); if not, address it to the entity which is going to receive it: ex. To the ____: Hiring Manager, Human Resources Department, College Relations Department, Superintendent of Schools, etc.

222 Main Street
Anytown, PA 18888

August 1, 2006

Ms. Charlotte Campbell
College Relations Coordinator
KMPP, Inc.
1122 Finance Center
Philadelphia, PA 22222

Dear Ms. Campbell:

My goal is to be a junior auditor within the prestigious firm of KMPP, learning and implementing the best practices within the profession of accounting. I have enclosed my resume for your review, and hope you will find that my background and experience are directly applicable to your needs.

I have completed internships and summer employment in the accounting departments of a small business, a non-profit organization and within a CPA firm. During that time, I developed an efficient accounting information system for a small manufacturer, performed a cost analysis, constructed a budget using an IBM Mainframe, and assisted in all aspects of a major audit under extremely short deadlines, gaining evaluations of "outstanding," from internship supervisors.

I hope to hear to from you to discuss how I can become a valued member of the auditing department. I will email your department within two weeks to ascertain the receipt and status of my resume. I look forward to starting my accounting career, as well as pursuing opportunities for professional development and advancement, within KMPP. Thank you for your kind consideration of my qualifications.

Sincerely,

Georgia Numerical

Georgia Numerical
2222 First Street
Wilkes-Barre, PA 18888
(570) 333-3333

Enclosure

June 1, 2006

Mr. John Jackson
Project Management Supervisor
Jones Industries, Inc.
222 Main Street
Anytown, PA 22222

Dear Mr. Jackson:

In researching construction companies offering project management careers, I was very pleased to find that Jones Industries is seeking resumes of recent mechanical engineering graduates. I am a 2006 honors graduate of Wilkes University's ABET accredited M.E. program and know my background and experience will allow me to be an asset to your company.

During my two cooperative education experiences, I have conducted survey and mapping assignments, participated in mechanics and foundation formation, and performed preliminary structural analysis and design projects. I was given the responsibility of producing a general lay-out for a production area, and because of my abilities was asked to stay on in a part-time position with my co-op employer. I also possess the statistical and mathematical skills you seek, providing employers and fellow student engineering project team members with data which was critical for highly effective project management.

I would greatly value the opportunity to contribute to Jones Industries' projects, especially after reading your online company literature, describing your plans of building three major bridges within the northern urban U.S. I hope to hear from you; I can be reached via the contact information below. I'll be calling your office within ten business days to inquire on the status of my resume. Thank you for your consideration of my qualifications.

Sincerely,

Issac Newton

Issac Newton, B.S.
222 Appletree Lane
Wilkes-Barre, PA 18766
570-555-5555
issac.newton@wilkes.edu

Enclosure

June 10, 2006

Dr. Betty Betterment
Clinical Services Director
Health Sciences and Services Programs
Mercy Grace Hospital
P.O. Box 222
Anyville, NY 22222

Dear Dr. Betterment:

I submit my resume in application for the Child Therapy Program Assistant position you posted with Wilkes University's Career Services program on June 8th. Being qualified to teach and counsel children and families about effective educational intervention practices has been my goal since beginning my college career. To ensure that I acquired the skills and knowledge necessary to become an outstanding provider of services to special needs children, I have volunteered as a professional psychology intern in numerous agencies, putting academic theory and principles into practice. In addition to my related education, I have extensive experience with the needs of diverse clientele. Other skills I can bring to your organization include:

- Knowledge of children with special needs, especially autism and developmental delays.
- Knowledge of counseling and teaching principles.
- Ability to serve as a liaison and referral specialist between clients and support agencies.
- Understanding of health care and social service rules and regulations.

For more detailed information regarding my educational and professional accomplishments, please refer to my enclosed resume. I would appreciate a personal interview at your earliest convenience. I am eager to discuss my qualifications and to view your facility and will contact your organization within the next two weeks to ascertain the status of my application.

Thank you for your consideration.

Yours truly,

Casey Helper

Ms. Casey Helper

Sample "thank you letter," to be sent after each interview!

118 Random Avenue
Anytown, PA 19830

April 19th, 2006

Mrs. Linda Randolph
Coordinator of Personnel
Anytown State Hospital
1600 South Avenue
Anytown, PA 19832

Dear Mrs. Randolph:

Thank you for the generous amount of time you spent with me discussing Anytown State Hospital and the position of Social Service Worker.

I found the interview to be most informative and I was very impressed with the staff and services for patients at Anytown State Hospital. It is a facility with which I would be proud to be associated.

I hope and trust that you will give my application your further consideration. If you would like any additional information, please do not hesitate to contact me.

Sincerely,

Susan M. College (handwritten)

Susan M. College

SAMPLE LETTER OF ACCEPTANCE

330 East 5th Street
New York, NY 10017

May 19th, 2006

Ms. Lucille Ball
Director of Corporate Recruiting
Nuts & Bolts Inc.
123 Factory Road
Anytown, NY 10625

Dear Ms. Ball:

I am very pleased to accept your offer of Marketing Assistant in the Consumer Services Division of Nuts & Bolts Inc. as outlined in your letter dated May 14, 2006.

My starting date of August 1, 2006 at a salary of $29,500 is agreeable.

I look forward to meeting the challenges of the job and I shall make every attempt to fulfill your expectations.

Sincerely,

Henry Peabody (handwritten)

Henry Peabody

Always send a "letter of rejection" to an employer as soon as you decide that you will not be accepting their offer of employment.

9802 Main Street
Roselle, NJ 07203

May 22, 2006

Mr. John Sergeant
Production Manager
Super Express Company
901 Industrial Park Road
Corporate Village, PA 19020

Dear Mr. Sergeant:

After considerable thought, I have decided not to accept the offer of employment for the Expediter position in your Procurement Department. This has been a very difficult decision for me because your organization appears to offer exciting career opportunities. I have accepted a position that more closely matches my career objective.

Thank you for your time and consideration. Your confidence in me is genuinely appreciated.

Sincerely,

Michael Smith (handwritten)

Michael Smith