

COVER LETTER

QUICK TIPS:

- Sell yourself!
 - State your case concisely
 - Follow up with the employer
 - Cover letters should be individualized for each employer
 - Keep a copy of yourself
 - Double check your grammar and spelling
 - Have others proofread your work
 - Cover letters are typically one page
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**ROHRER COLLEGE
OF BUSINESS**

Center for Professional
Development

NAME

YOUR PRESENT ADDRESS

CITY, STATE, ZIP CODE

Date of Correspondence

Name of Individual

Title Name of company/organization

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Do not address to "To whom it may concern." (Dear Sir/Madame:)

PARAGRAPH ONE

Tell why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position. Tell why you want to work for this company. Check the company web site and mention something about the company that interests you.

PARAGRAPH TWO

Describe your professional/educational qualifications, but do not restate your resume. Cite one or two areas of qualification experience, which specifically qualify you for the position. Emphasize particular areas of related experience and training. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you will look forward to a future response and that you would like to schedule an interview. Include your telephone number.

Sincerely,

Name