

## COVER LETTER TEMPLATE

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

**First Paragraph:** Why You Are Writing. Remember to include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

**Middle Paragraphs:** What You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it. Remember, you are interpreting your resume. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs rather than one large block of text.

**Final Paragraph:** How You Will Follow Up. Remember, it is your responsibility to follow-up; this relates to your job search. State that you will do so and provide the professional courtesy of indicating when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Sincerely,

Your Signature

Your Typed Name

Reference: <http://jobsearch.about.com/od/coverlettersamples/l/blcover1.htm>