

Ima Bonnie

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Month Day, Year

Mr./Mrs./Dr./First Name Last Name

Title

Name of Organization

Street or P.O. Box Address

City, State, Zip Code

Address your letter to a direct person in the company. The information can be found through researching the company's website or LinkedIn profiles. Can use a title such as "Hiring Manager."

Demonstrate your research and knowledge of the company and express your enthusiasm and interest.

Dear Ms. Hire Me,

Introductory Paragraph – Establishes the purpose of your letter and arouses interest

State why you are writing by naming the position you are seeking. Tell how you heard about the position. Specify your major/minor/concentration, college affiliation, and graduation date. If applicable, mention the contact person's name and title who referred you to the position.

Middle Section (BULLET FORMAT) – Generate interest by referencing how your skills/background match the employer's needs

- Use 3-4 bullet points to draw attention to specific skills and show how and when you used them
- Focus on what you can do for the employer rather than why you want the position
- Do not repeat your resume but point out important experiences and key assets

Closing Paragraph – State your commitment to action

Mention enclosed resume. Call to request a meeting or inquire about the selection process if appropriate. Thank the reader and express appreciation to the reader for his or her time and consideration. Provide your contact information (email and phone number).

Sincerely,

Ima Bonnie

Ima Bonnie

Enclosure (s)

Tailor your cover letter to the requirements of the position and the employer's needs.

Proofread and then proofread again! Spelling, grammar, format, and punctuation all matter.

Don't forget to sign your letter. (This is not necessary if you are emailing or uploading on a website) Enclosure is used to indicate another document (or multiple documents) that accompany your cover letter like your resume and references.



Career and Professional Readiness Center

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