Quick Guide to Creating your Cover Letter

Heading – Use the same heading as your resume (contact information section)

Date

Name of Person & Title
Company/Organization
Street Address
City, State, Zip Code

Dear Dr./Mr./Ms. :

Introduction: State the reason for writing. Name the specific position, or type of work for which you are applying. (Mention the resource used in finding out about the opening/company: news media, friend, faculty, if appropriate.)

Body: The body of the cover letter can be one or two paragraphs. One paragraph can be about the research you have done on the organization. In other words, explain why you are interested in working for that employer and what attracted you to this position.
The other paragraph can highlight your skills and abilities – what sets you apart from the other candidates and most importantly what your qualifications are (academic background, work experience, personal skills) that are related to the job you are seeking. Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume and application.

Closing: Indicate your desire for an interview. Thank the employer for their time and consideration.

Sincerely,

Your Name