



Cover Letter Formula

◆ Ready Resource 37

Career Services

Your Present Address
City, State, Zip Code
Date

Mr/Ms. Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr/Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills as they relate to the job. However, do not repeat all the information on your resume. Select one or two of your most important qualifications for the position, and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. When responding to a job announcement, include the requirements listed in the announcement to facilitate the task of matching you to the job. Refer the reader to your enclosed resume.

The final paragraph is your closing. Make a specific request for an interview, suggesting date and time, or indicating that you will phone in the near future so see if an appointment can be arranged. Make sure your closing is not vague, but makes a specific action from the reader likely. Thank the reader for taking time to read your letter.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure (Indicates your resume is in the envelope with your letter)

Fort Hays State University
Career Services Office ◆ 214 Sheridan ◆ Hays, KS 67601
(785) 628-4260 ◆ FAX: (785) 628-4093 or careers@fhsu.edu
<http://www.fhsu.edu/career>