

# REAL WORLD PRESENTATIONS

## Getting the Job | Sample Cover Letter

Your Name

Present Address

City, State, Zip

Home Phone (optional)

Work Phone (optional)

E-Mail Address (optional)

Date

Name (specific), Title

Organization / Company

Street Address

City, State, Zip

**Dear Ms./Mr. \_\_\_\_\_:** Never Use "Dear Sir/Madam." Always find the name of a specific contact person. Simply call the organization and ask who will be reviewing your info and hiring in your interest area. Make sure you get the correct spelling of their name.

**First Paragraph:** Why are you writing? What position are you applying for, or if specific positions are or will be available? Mention how you heard about the position.

**Second and Consecutive Paragraphs:** Why are you interested in and qualified for the position and/or organization? Make sure sentences are fairly simple, brief and to the point (although, every one does not have to be simple). Watch paragraph length and keep them to no more than 3 to 5 sentences or 5 to 6 lines.

Outline your qualifications, strengths, accomplishments, and benefits that you can offer the company. Pull out key words in the job description and relate your skills to what they are looking for. For example: "Must have good customer service skills" – I have had over four years of experience in customer service and was selected to train several new employees on.....

**Last Paragraph:** Close by asking for a response. For example, "I look forward to hearing from you" or more assertive "I will be contacting you within the next two weeks to set up a time to meet and discuss my qualifications for this position." Repeat your contact info (is there a certain time or number that is best).

Sincerely,

Type your name

Enclosure (Signals that you have included your resume)



BROADVIEW UNIVERSITY