

Sample Cover Letter

Today's date

Dear Sir or Madam,

Start your letter with a grabber - a statement that establishes a connection with your reader, emphasizing your understanding of their requirements. Name the job you are applying for and posting number.

The mid-section of your letter can consist of one or two *short* paragraphs summarizing your *key qualifications* as they relate to the posting. You should not summarize your résumé! You can also take the opportunity to explain items that cannot be found on your resume but would be of interest to the reader (i.e. gaps in employment, why you are looking for work, etc). You can use short sentences or bullet point format.

Your last paragraph can initiate action by asking the reader to take a specific step (e.g., contact you to set up an interview). This is also a good place to thank the reader for his or her attention.

Sincerely yours,

Your name

Enclosure: résumé