

3 Paragraph Template

"Connecting Curriculum and Career"

Your Personal Heading (*Use a professional letter block*)

Date

Contact Person or Department Professional
Title (*if Person*) Organization Name
Mailing Address City, State, Zip

Dear Contact Name or Attention: Department (*DO NOT write "To Whom It May Concern"*)

First Paragraph

Indicate your reason for writing (*the name of the position for which you are applying and the position number if there is one*) or "For the last x years I have been honing my skills in (*such- and-such related to the job; read the job description to find out what they are looking for and let them know that you have it*)." The goal for the cover letter (*or letter of application*) is to catch the reader's attention enough so that they want to look at your resume. Add some of your personality, as long as it remains professional, concise, and on topic of how you would be great for this job.

Second Paragraph

Express your skills and experience that the employer is looking for in a candidate. Which of your achievements and personality traits is the employer looking for in an applicant for the position you seek? Be familiar with the job description and use key words from the qualifications that match your skills or experience and give specific examples. Do not repeat your resume.

Third Paragraph

Thank the recipient for considering you for the position. You may want to follow up with a phone call if you have a contact name and phone number for that person, but do not say that you will call if you aren't going to. State that you would like an interview, for example "I would appreciate the opportunity to interview and further discuss my ideas about new ways to captivate your target audience and improve sales (*or however you will be a benefit to the company, or what skills you will bring*).

Regards (*or Sincerely*), (*signature*)

Your name Enclosed: Resume