

## Name

1 Any Street, Farmingdale, NY 11735 • 516-123-4567 • anyone@gmail.com

[You could match your resume heading if it is straightforward formatting for consistency between documents.]

[Use standard font style, such as Times New Roman, single-spaced.]

September 1, 2018 [Update date]

Employer's Name

Employer's Title

Business Name

Street Address

City, State Zip

Re: Position Title and Job Reference # (if available)

Dear Mr. Smith: [Do not use "To Whom It May Concern"/Personalize whenever possible. If you are unable to locate the name of the hiring manager, address the letter to "Dear Sir/Madam: Use a colon, not comma, in the salutation of business letters.]

Use the first paragraph to identify the position of interest.

Example:

I am writing to apply for the (position name) position at (company name). [Optional: I learned of this opportunity through [website or name of mutual contact].]

Follow with a brief introduction and your interest. [This paragraph may be combined with the first paragraph to form a brief introductory paragraph].

Example:

I am a recent graduate of Farmingdale State College, where I earned a Bachelor of Science in Computer Programming. [I am writing to apply for the (position name) position at (company name).] I am aware that (company name) is an industry leader with innovative customer service strategies. I have extensive experience in customer service and believe that this experience is valuable in the computer field. I would welcome the opportunity to join your IT staff.

The following paragraphs should identify your experience/qualifications as it relates specifically to the job opportunity/company. Before you begin, do your research to make sure that you understand the requirements of the job and the operations of the business. **Read the job posting!** Make sure you are incorporating the requirements and desired qualifications of the job into your letter. The goal here is to convey knowledge of the position and to demonstrate that you meet its requirements. However, do not misstate/overstate your credentials.

Highlight specific qualifications/work experience/resume credentials that should appeal to the employer, taking into consideration the skills and qualifications outlined in the job description. If you do not have relevant work experience, look to identify transferable skills from other positions, including academic experiences/coursework/activities.

Relate what you know about the company as it pertains to your specific credentials/interest. **Do not appear to be sending a mass/generic letter.**

Do not paste word-for-word from your resume. Choose a couple of the most relevant/recent experiences to identify. **Your cover letter should not be more than a page.**

**Example:**

My academic experiences have allowed me to develop skills relevant to your marketing opening. I developed a creative marketing plan for a mock start-up company in my Advertising Management class. This project involved researching sales trends, consulting with industry experts, and collaborating successfully with a student team. I had the opportunity to present the plan, along with my team, at a college-wide business expo to a panel of faculty and business professionals. This experience developed my understanding of the importance of creativity and a strong team work ethic, and confirmed my interest in pursuing a career in marketing.

Use the last “paragraph” to thank the employer for his/her time and consideration. Identify any other documents you are including for their consideration. Do not include any pushy statements regarding your expectation to hear back. It is your responsibility to keep track of your job applications and to follow-up, but carefully and courteously. You should follow-up unless prohibited by the job posting, as this may help bring the employer’s attention to your application. However, aggressive follow-up within too short of a period is a turn-off.

**Example:**

Please find enclosed [or attached] my resume. I would appreciate the opportunity to meet with you to further discuss my qualifications and interest in your company. Thank you for taking the time to review my application materials.

Sincerely,

[leave room to sign letters delivered by regular mail]

Your Name

[Proofread! Do not rely on spell-check alone. Make sure all names are spelled correctly.]