

# COVER LETTER

**BUILD**  **YOUR**  **CAREER**  from Start \_\_\_\_\_  
to Finish \_\_\_\_\_

*A cover letter should always accompany any résumé that is sent out. It should be in a traditional business letter format and no longer than one page.*

*Cover letters are meant to be specific and generally follow the following format:*

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Present Address  
City, State, Zip Code

Date

Company Address  
City, State, Zip

Dear Mr. or Ms. Last Name:



If you do not know the employer's name call the company and try to find the name and title of the person in charge of hiring. Otherwise consider, "Dear Hiring Manager:"

## **FIRST PARAGRAPH**

Explain why you are writing to them, the specific job you are applying for, how you learned about the opening. If someone you know or someone from the company referred you, you should mention their name. You can get the reader's attention by mentioning one of your selling points or making an interesting comment about the company.

## **MIDDLE PARAGRAPH(S):**

Tell the employer why you are qualified for the job and why it interests you. Stress your selling points and accomplishments, but don't just rewrite your résumé. Expand upon what you already have in your résumé. This is the place to focus on specific skills and experiences that this company would be interested in. If you have done your research about the company, you should be able to do this. Show the employer why you would be a good match for the position. This is also where you can explain in further detail why you're interested in this particular organization.

## **CLOSING PARAGRAPH:**

Request an interview or some other type of action. Tell them how they can contact you (leave your phone and e-mail address where you can be reached). Thank them for considering your application.

Sincerely,

(First and last name)



- Doing research about the company before writing the letter will make it easier to make the "match" between your qualifications and the employer's needs.
- Refer to the job description as a guide to assist you in writing your cover letter.

(sample cover letter on back)

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224 Warren Road  
Pittsburgh, PA 15260

May 22, 20xx

Mr. Donald Jarvis  
Association of American Chambers of  
Commerce in Latin America  
1615 H Street, NW  
Washington, DC 20062-2000



Dear Mr. Jarvis:

I would like to be considered for the position of Information Officer for the Association of American Chambers of Commerce in Latin America, as posted in the Washington Post Gazette. I believe I possess the qualifications you are seeking and therefore, feel that I would be an excellent candidate based on my proficient language skills and research experience.

I will graduate from the University of Pittsburgh in April with a Bachelor of Science in Political Science and a certificate in International Studies with a concentration in Latin America. My program has enabled me to develop excellent research and writing skills. Additionally, I have traveled extensively throughout Latin America and have a keen understanding of the culture and its people. More importantly, it was through this experience that I was able to strengthen my fluency in both Spanish and Portuguese.

My professional and academic background, along with my sincere interest in helping others, has enhanced my sensitivity towards other cultures. As a highly motivated individual, I enjoy the challenge of complex, demanding assignments.

I look forward to further elaborating upon my qualifications for the position of Information Officer. You can reach me at (412) 623-1899 or ab23@pitt.edu.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Anita Bell  
(Enclosure)

**EXTRA TIPS:**

- If you do not know who to address the letter to, call the company and try to find out the name and title of the person in charge of hiring. Be sure to spell the name correctly!
- If you are unable to identify the person in charge, you can address it to the department that is hiring ("Dear Human Resources") or simply ("Dear Employer").
- Doing research about the company before writing the letter will make it easier to make the "match" between your qualifications and the employer's needs.
- Cover letters should also accompany emailed resumes.
- Avoid general cover letters that do not refer to the specific position and company.
- Do not send a handwritten cover letter.
- Individually sign each letter you send in blue or black ink.
- Write "Enclosure" at the bottom to indicate that you are including a resume.
- PROOFREAD!