Name

City, State

Phone #

Email Address

**Date: (Use Today’s Date)**

**Organization Name/Address:**

**(Ex.) Wiley College**

**711 Wiley Avenue**

**Marshall, TX 76570**

**Re: Title of Position (Ex: Admissions Counselor)**

**Dear\_\_\_\_\_\_\_\_\_: (You should research to find the hiring managers name, but if you are unsuccessful use “Sir or Madam”.)**

**PARAGRAPH 1:**“Why am I writing?”    
Express your interest in the specific position and the company to which you are applying.

**Example:** “I’ve always been impressed by your company….”  You can also introduce yourself as a recent graduate of Wiley College. State your desire for and the reason you are a perfect fit for their position, i.e. why the unique mission of that company and your qualifications make such a good match (in one sentence). *“I am the perfect fit for this position because of my experience with…”*

**PARAGRAPH 2:**  “Who am I and why should you hire me?”  
Briefly summarize the qualifications that make you a great candidate. This should not be a rehash of your resume but a short summary, perhaps encompassing some of the “soft skills” (good communicator, strong work ethic, attention to detail, team player, etc.) or passions behind your pursuit of them.

**PARAGRAPH 3:** “What’s my next step?”  
Thank them for taking the time to review your resume and for considering you and let them know your availability for scheduling an interview. You can mention that you look forward to the opportunity to express your interest in person and that you will follow up within a few days to ensure they received your resume and cover letter and to see if they have any questions.

**CLOSING:** Close with the word “Sincerely.”

**SIGNATURE:** Handwrite your signature when you send a hard copy of a cover letter. Press enter/return twice, and type your name.

**ENCLOSURES:** Indicate what other documents may accompany the cover letter, such as the resume, demo, portfolio or an application