

Sample Cover Letter (indented block format)

Address
City, State Zip code
Date of letter

4 carriage returns/enter



Employer's Name
Position Title
Company Name
Employer's Address
City, State Zip code



2 carriage returns/enter

Dear Mr./Mrs./Ms./Dr.: (If person is not known, use Dear Sir or Madam)

First Paragraph: Indicate the purpose for writing and the title of the position that you are applying. Identify where you located the job opening and/or who informed you of the opportunity. Keep the opening paragraph brief.

Middle Paragraph(s): Provide a short summary of your accomplishments/experience that makes you a desirable candidate for the position. Be targeted and purposeful in writing to the employer by stating qualities and skills acquired through education and experience. Provide the employer with your strongest examples of how your experience, skills, or qualities make you a good fit for the position (*be sure that you have done your homework so that you understand the position and the company to which you are applying*). Avoid using a “generic” cover letter that is sent to all employers. Tailor your letter to the employer, position, and/or company by citing examples of how and why you are the best candidate.

Closing Paragraph(s): Thank the reader for their time and attention to your application. It is advisable to indicate how and when you will follow-up with the employer regarding your application (i.e. *I will contact you in a week regarding the status of my application.*). Be sure to include a current telephone number where you can be contacted.

2 carriage returns/enter



Sincerely,



4 carriage returns/enter

Sign here

First Name Last Name (Type your name as it will be signed)

Cover Letters and Job Search Correspondence

Why use?

The purpose of the cover letter is to provide employers with an example of your written communication skills. A cover letter should show how well you are able to express yourself effectively and professionally. It should also provide enough information to employers to peak their interest in reviewing your resume. Although employers do not often state that a cover letter is needed, it is advisable to include it with your application packet. This may show your professionalism and indicate to the employer that you have made a special effort to make a good first impression.

Tips

- PROOFREAD and gather feedback from others
- Be sincere by developing your own words and thoughts - avoid copying examples
- Personalize it to the employer, company, and/or position
- Use the same kind of paper to print your resume and cover letter. A heavier weight paper in neutral colors (white, ivory, light gray) is advisable
- Keep it to one page
- Print your cover letter using a laser quality printer or an inkjet with a high quality printing

* As a general rule, it is recommended that cover letters should be in proper business letter format (see backside for one example). This may show employers that you are knowledgeable of industry etiquette for written communication.



Meet with a Career Counselor!

- ★ Practice for an interview
- ★ Review your résumé

The Art of Job-Search Letters. (2001). Job Choices, p. 61- 67.



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career center

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