

# COVER LETTER BLUE PRINT

Your Name (or use your Resume Header as a Cover Letter Header)

Address

City, State Zip

Date

Hiring Manager Name (if known)

Organization Name

Address

City, State Zip

TIP:

The key to a good cover letter is that it is job specific! Written precisely for that job application!



Dear Ms./Mr./Dr. \_\_\_\_\_, (Note: find out to whom to address the letter, otherwise use Hiring Manager or Search Committee, etc. – Avoid: To whom it may concern!)

Introduction: State reason for letter (application, inquiry, follow-up from job fair). Briefly state your credentials (i.e. I am a graduate of University of South Florida St. Petersburg with a Bachelor of Art in Mass Communication). State your interest in the organization and/or how you discovered the position. (i.e. Ms. Melody Jones referred me to your organization or I am interested in working for a small business, or briefly state why you would be good for the job). Mention something about the organization that shows you have done your research on them.

Body: Go into detail on why you are perfect for the job. Discuss your skills/qualities that match what they are looking for in their job description or posting. Do not just restate your resume, go into detail but be concise. Note: Do not start every sentence with I. Be creative and change it up- it will make it more exciting to read. This paragraph(s) is your chance to really show them what you have. Use terminology and phrases that relate to your field to show your knowledge. the Body of the cover letter may be one to two paragraphs.

Conclusion: Restate interest (not word for word). Ask for an interview or meeting. Give your contact information (include ePortfolio or LinkedIn website address if you have one). Thank the organization for consideration.

Closing Phrase (Sincerely, is the best and most professional),

*Your Signature*

*(Add a digital signature or don't forget to actually sign if it's a hard copy!)*

Your Typed Name