The IUP Writing Center
218 Eicher Hall · 724-357-3029 · www.iup.edu/writingcenter

COVER LETTER MODEL

Write to a specific person, ideally to the person conducting the interview or hiring for the position.

Your Name
Address
Phone Number
Email Address

Ms./Mr./Dr. and First and Last Name
Their position/title
Company Name
Address
City, State, Zip-code

Date

Dear Ms./Mr./Dr. Last Name:
(never use Mrs. unless you know for a fact she is married)

The first paragraph of your cover letter should get the reader's attention, stimulate interest, and be appropriate for the job you are seeking. You should make your goal clear to readers. You must mention what position you are interested in or applying for. It is also appropriate to mention where you learned of the job opening.

Focus on your two or three strongest qualifications for a position in your cover letter. Even only one *strong* qualification is enough to discuss in a cover letter. Each qualification you discuss should be placed in its own paragraph, and your letter as a whole should not exceed one typed page. Don't just paraphrase what can be found in your resume.

Each body paragraph should begin with a topic sentence that highlights one qualification. This qualification should be illustrated with specific details, and you should demonstrate how this qualification will benefit the employer. Ask the reader to refer to your resume, if possible.

Your conclusion should ask for a personal interview (be flexible regarding a date and time for the interview), be specific about how the interviewer should contact you, and include a thank you.

Sincerely,

Your Signature

Your Name

Enclosure: resume

Always proofread, revise, and, when possible, sit down with a tutor and talk about your writing.