

JOB SEARCH LETTERS

*You should write a brief cover letter (1) to accompany your resume; (2) to apply for a **position without including a resume**; or (3) as a follow-up to someone you have contacted by phone. Direct your letter to a specific person. Pay as much attention to your letter's appearance as you do to your resume. It should be produced on a computer, and appear neat, error free and easy to read. Mail the letter in a business envelope and remember to include your return address. The letter should include(1) your purpose for writing, (2) your availability for employment, (3) a few of your strengths and (4) how you could contribute to the organization. End the letter with a request for further **consideration or an interview**.*

Your Street Address
City, State Zip Area
Code and Phone Date

Name of Addressee
Title
Company Name
Company Address
City, State, Zip

Dear _____:

First Paragraph In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying; indicate from which resource (college career services, news medium, friend, employment service) you learned of the opening.

Second Paragraph Indicate why you are interested in the position, the company, its products or services-above all, **WHAT YOU CAN DO FOR THE EMPLOYER**. If you're a recent graduate, explain how your academic background makes you a qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Many two-year graduates can point to both an appropriate educational background AND work experience. That's a plus. Try not to repeat the same information detailed in the resume.

Third Paragraph Refer the reader to the enclosed resume or application form which summarizes your qualifications, training and experience or whatever medium you may be using to present yourself.

Final Paragraph In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, don't forget to thank the reader for reviewing your letter and resume.

Sincerely,

John B. Doe
(Type your name the way you will sign it.)

Enclosure