

Cover Letter/Letter of Application Sample Layout

Your Street
City, State, Zip Code

Date
[3 spaces]

Name of Individual
Title of Individual
Name of Employer
Street Address or PO Box Number
City, State, Zip Code
[1 space]

Dear Mr./Ms./Dr. _____:
[1 space]

Opening Paragraph. Attract attention. Clearly state the reason for writing, naming the position or type of work for which you are applying. Identify how you heard of the opening or how the employer's name was obtained (i.e., the Career Services Center informed me of your opening or Professor Smith in the Technology Department at Western Washington University recommended that I contact you.)
[1 space]

Second Paragraph. State your reason for writing this particular employer. Specify concrete reasons for the type of work you desire. Highlight: **your skills**; your goals; and/or how your education, experiences and other qualifications support your capacity to succeed in this job (in this organization.) **"Show your Stuff!" Describe what you can do for the employer rather than what the employer can do for you.** Significant accomplishments can be noted, but the resume should not be repeated any more than absolutely necessary. Basically, you are emphasizing your key qualifications -- selling yourself -- elaborating on background areas which will attract the employer for the specific career field or job you want.
[1 space]

Closing Paragraph. Restate your interest by indicating your availability for a personal interview. Either suggest a time or state your willingness to come at the convenience of the individual employer. End on a strong note. Indicate your resume is enclosed (and your placement file has been forwarded-if appropriate).
[1 space]

Sincerely yours,
[3 spaces]
(Signature)

Full Name Typed or use digital signature
[1 space]
Enclosure(s)