

Sample
GENERAL COVER LETTER:
General Outline

Your Name

Your Street
Your City
Your Home Phone

Heading/Date/Inside Address

Today's date or date of application (Month Day, Year: July 4, 2012)

Position or person you are addressing letter to
Company you are applying for
Street address
City, State, ZIP

Salutation: It's best to address your letter to a specific person (e.g., "Dear Ms. Jones :), but use "Dear Hiring Manager" if there's no way to find that out. Use "Dear Search Committee:" if the decision will be made by a committee.

Opening paragraph: Your opening paragraph should clearly state the position for which you're applying.

Body: Your body contains the sales pitch. This is your chance to outline the top reasons why you're worthy of an interview. Hiring managers want to know what you can do for them, not learn about your life story. Demonstrate how your credentials, motivation and track record would benefit their operation. Review your top five selling factors (the ones you jotted down when doing your company research) and weave them into the body, perhaps as bulleted list.

Back up achievements with specific examples of how your performance benefited current and former employers. Precede your bulleted list with a statement such as "Highlights of my credentials include:" Or "Key strengths I offer include".

Keep your letter positive and upbeat. This is not the place to write a sob story about your employment situations. Put yourself in the hiring manager's shoes - would you call yourself in for an interview?

Closing Paragraph: Your final paragraph should generate a call for action, so express your strong interest in an interview and state that you will follow up soon to confirm your resume was received and discuss the possibility of meeting face-to-face.

Complimentary Close: "Best regards," "Sincerely" or "Respectfully yours." **Your Name:**