



Cover Letter Worksheet

This is simply one sample format and outline – please see web resources for other options that might fit your situation even better.

Return Address

Date

Full Name and Address of Contact person

Dear Ms., Dr., Mr.,: (direct this to the person in charge of the search committee. If you do not have specific contact information, use a title or “To the Members of the Search Committee” as an option)

The first paragraph is an announcement of application. Include all critical information including position title, any HR job titles and any position number. It is also helpful to list where you heard about the position in this paragraph.

The next one or two paragraphs should be specific to the position you are applying and excite the reader enough to make him read your resume. You might use the two column method to specifically list the job responsibility next to your qualifications as one option.

The last paragraph is an action paragraph. Note interest in the position and any contact information again. Thanking the reader is also encouraged.

End this formally (sincerely yours, best regards) and leave room for the signature before including the name.

One Example:

34 Second Street
Troy, New York 12180
October 4, 2005

Ms. Gail Roberts
Director of Recreation
Outstanding University
Campus Box 2700
Princeton, New Jersey 05876

Dear Ms. Roberts:

Please consider this an application for the Assistant Director of Club Sports position (position vacancy – HR#45925) as listed on bluefishjobs.com and in the Chronicle of Higher Education. This position's inclusion of both Club Sports and Special Event responsibilities provides a showcase for my programming and organizational talents.

My experience features three years of service to Not-So-Bad University which gave me the opportunity to develop exceptional skills in communication, fund-raising and student development. While at Not-So-Bad University, I developed a risk management and budgeting program for student clubs to increase student accountability. The group of 100 clubs also added community service and with our direction raised over \$2 million for local non-profit associations. After reviewing the mission of the university, the department's philosophy of "Students First" will provide an opportunity for me to immediately and directly contribute to your department's success.

Thank you for your time and consideration of this application. I look forward to hearing from you to further discuss this position. If you wish to arrange an interview, please contact me at the above address or by telephone at (518) 271-9999.

Sincerely yours,

Joseph Smith