

MARYLIN MONROE

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Date of letter

Name of employer

Title

Organization

Street Address

City, State, Zip

Dear (When possible address your cover letter to a specific person at the organization):

The **First Paragraph** in your cover letter is the introduction. In this paragraph you need to indicate why you are writing and make a connection with the person you are writing to. Mention the purpose of your letter (inquiry? application?) and the position about which you are corresponding. Make a connection with the reader by mentioning a common professional acquaintance or by expressing your interest in the corporation.

The **Second Paragraph** highlights your qualifications for the position. In this paragraph you will highlight the skills and experience that you have that would be beneficial to the position and/or the organization. Make a list of the skills the employer is looking for and think of an example of when you implemented each successfully. This can get you started writing and be used as evidence to support why they should hire you. In order to effectively make the connection between your skills and experience and the position and/or organization, you will need to have knowledge of both the position and the organization. Exhibit the knowledge of language used in your career field when writing a cover letter.

The **Third Paragraph** makes a direct connection to the organization. Talk in specific ways why you will be a good fit for the position and the organization. This paragraph requires that you have a thorough understanding of the organizational culture as well as the organizations challenges and goals.

The **Fourth Paragraph** in your cover letter is the thank you and conclusion. Reiterate your interest in the position, and/or the organization. In addition, express your willingness to follow up with more information if needed and confirm your availability for an interview. You may choose to include a strong ending.

Sincerely,

Your signature here