

JOB SEARCH CORRESPONDENCE

Name
Your Street Address
City, State, Zip Code
Email address

COVER LETTER-1

Date

Name
Title
Organization
Street Address
City, State, Zip

Dear Mr./Ms. Xxxxx:

PARAGRAPH 1:

The opening paragraph should state why you are writing to this person and/or organization. **Networking for information:** How did you find this person's name and why are you contacting him or her (i.e. interest in the organization or the geographic location)? Tell the person some pertinent information about yourself. If someone referred you to the employer such as a career consultant, a former employer, or an aunt, this is also the best place to mention that person's name and to point out that he or she suggested that you write. Mention why you are interested in the position, the organization, or this industry.

Inquiring for potential open positions: Same as networking but refer to specific job functions, if not titles. **Application:** Name the position for which you are applying and tell the employer how you became aware of it. Offer at least one sincere compliment (from your previous research) about what the organization is doing well.

PARAGRAPH 2: Networking:

Provide evidence of your career-mindedness. State what previous research you have done and how you would like this person to help you. **Inquiry/Application:** Indicate what you can do for the employer; **BRAG tactfully.** If you are a recent graduate, explain how your academic background and other experiences make you a qualified candidate for the position. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them. Point out the reasons that you are a good candidate for this position.

PARAGRAPH 3:

Refer the reader to the enclosed resume or application, which summarizes your qualifications, training, and experience. You may also make the employer aware that your references and portfolio/writing samples are available upon request. State what you will do next (such as calling to see if an interview can be arranged at the employer's convenience) or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration.

Sincerely,

(written signature)

Your Name Typed

Enclosures (This indicates that your resume or additional material is enclosed.)