

Cover Letter Guidelines

Career Services

University of North Georgia

Your street address
City, State Zip Code
Month, Day, Year

Name of person you are writing
Title of person you are writing
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms.--:

In your first paragraph, state 1) why you are writing including the specific position or type of work for which you are applying, 2) how you heard about the position/organization, if appropriate (i.e. Career Development Center, friend, position advertisement), and 3) why you are interested in the position/organization (research on the company will help here).

In the second paragraph, you can relate your skills/qualifications to their needs. This is easier when responding to an advertisement where the qualifications are listed. Research the company to identify their needs and goals. If you are not responding to a position announcement, try to anticipate their needs based on your knowledge of the career field and organization based on your research. Choose 2-3 skills or experiences that you want to highlight. State the skill, relate how you developed it or give an example from your resume, and then state how that skill/experience will benefit the employer/position. You may also explain how your academic background has prepared you for the position or why you are passionate about the opportunity or company. Avoid reiterating everything on your resume.

In your closing paragraph, refer the reader to your resume if you haven't already done so. Next, state your action plan--what is your next step (ex: I will try to contact you in the next few weeks to ensure you've received my materials and inquire if there is anything else I need to do at this point to be considered for the position)*. You might want to include your phone number where they can contact you if they need further information. Thank the reader for considering your candidacy.

Sincerely,

*Your Name **

Your Name (typed)

*If you are mailing or dropping off your thank you letter, you should sign your name here. If you are e-mailing it, you can either scan your name and then paste it here, or type your name and put it in a cursive-like font.

Be sure to do as you state in your letter. YOU MUST TAKE THE INITIATIVE TO FOLLOW UP AND KEEP YOUR NAME IN THE EMPLOYER'S MIND. Do not expect to be remembered or telephoned when there is an opening.

Use 12 or 11 point font, whichever you used on your resume, and print your letter on the same color/type paper as your resume.

*For more information, stop by or call Career Services
www.ung.edu/careers*

To request this document in another format, contact Kathy Moody at kmoody@ung.edu or 706-864-1757