**COVER LETTER FORMAT GUIDELINES**

Your Name

Your Address

City, State, Zip Code

Date

Name of Contact Person, Title

Organization/Company

Street Address

City, State, Zip

Dear (Contact Person):

**Opening Paragraph:** Opening salvo, make it good!

* Establish tone in the first sentence to make the reader want to continue reading.
* Name the job for which you are applying. Tell how you learned about it.
* Mention the name of the person (if any) who referred you to the organization.

**Body Paragraph:** This is the critical content section.

* Knowledge of organization/company is important. Do research! (Why them?)
* Acknowledge the skills required by the open position.
* State the skills/strengths you will bring to the job and parallel them to the position.
* Give examples of your skills and work experience-quantified results, accomplishments, achievements and how they will transfer to the job.

**Closing Paragraph:** Push for personal contact - an interview.

* Refer to documents enclosed or available, such as your portfolio with resume, reference letters, a reference sheet and, if applicable, writing samples.
* Assert yourself by telling the contact person you will call him/her on a designated date to set up an interview. Alternatively, state you are available at his/her convenience.
* Make it very easy for the person to contact you. List your best phone number and email

as well as days and times when you can be reached.

Sincerely,

(Signature)

Typed Name

**COVER LETTER SAMPLE 1: Employment**

John T. Smith March 6, 20xx

1600 Campus Road, Box 123

Los Angeles, CA 90041

Mr. John Bowman, Vice President

California Federal Credit

800 Travis Avenue, Suite 1404

Houston, TX 77002

Dear Mr. Bowman:

I am interested in applying for a position within your organization's management training program, where I can strengthen my knowledge and exposure to the consumer finance industry. Your organization was represented at an information session at Occidental College.

I plan to pursue a career in financial management and would like to begin my career in banking and consumer finance. From looking at your site on the web, I feel your management program offers a wonderful opportunity to learn both banking and consumer finance. I was impressed by the organization's growth in the past five years, as well as how it is implementing new programs.

As current president of Occidental's Senate, I have had the opportunity to strengthen my leadership and organizational skills by planning and coordinating various fundraising and special event activities for the campus community. Through my academic coursework in English and the Liberal Arts, I have also developed strong communicative, analytical, and problem-solving skills which will be necessary not only as a management trainee, but also in a future role as a branch manager. Furthermore, while attending college, I gained experience in customer relations and sales through various part-time positions in retail sales and telemarketing. In addition to these experiences, my interpersonal skills, self-motivation, and willingness to learn will also enable me to be a strong candidate for your excellent management-training program.

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to further discuss my qualifications. I plan to contact you within the next week to determine the possibility of arranging an interview time. However, if you have any questions, please feel free to contact me at (323) 456-7890 or jtsmith@oxy.edu. Thank you for your time and consideration.

Sincerely,

John T. Smith

Enclosure

**COVER LETTER SAMPLE 2: Internship**

Amy Jones

1600 Campus Road, Box 123

Los Angeles, CA 90041

March 6, 20xx

Intern Coordinator, Personnel Department

U.S. Chamber of Commerce

1615 H Street, NW

Washington, DC 20062

Dear Intern Coordinator:

I am interested in applying for an internship within the Policy Group of the U.S. Chamber of

Commerce for the summer of 20xx. I would like the opportunity to apply my knowledge and

interests in economics, international relations, and public policy through an internship in one of the following divisions: International Policy, Economic Policy, or Domestic Policy. By participating in your organization's internship program, I will gain a better understanding of

how policies addressing the concerns of the business community are developed and implemented.

I have taken various courses in international relations, American and comparative politics, and

economics. In addition, in my current position as a research fellow, I assist an economics faculty member in conducting research on the relationship between international trade and the growth of small businesses specializing in manufacturing. This position has enabled me to

strengthen my research and analytical skills by utilizing a variety of government publications

and resources describing economic and business forecast trends. Furthermore, I have increased my understanding of the interrelationship among international relations, the types of services/products provided by the small-business market, and the fluctuation in international trade. As indicated on my enclosed resume, I have also developed communication and organizational skills through my involvement in campus activities and other work experiences.

I am excited about the opportunity to work for your organization. I would like to work full-time as an intern, from approximately June 4 through August 31, 20xx. If you have any questions, please do not hesitate to contact me at (987) 654-3210 or ajones@oxy.edu. Thank you for your time and consideration.

Sincerely,

Amy Jones

**THANK YOU LETTER SAMPLE: Following a Job Interview**

Your Name

Street Address

City, State, Zip Code

Date

Name of Interviewer(s)

Position/Title of Interviewer

Name of Company/Organization

Street Address

City, State, Zip Code

Dear Mr./Ms. Interviewer:

I appreciated the opportunity to talk with you on (date). The information you shared with me

about (company name) was excellent, and I am excited about the possibility of applying my

education to the position (identify the position) we discussed.

I am confident that my education, skills, and experience provide me with a solid foundation for the position of (identify the position). I feel I can be an asset to your organization.

Thank you once again for the opportunity to hear about your organization. If I can provide you

with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

(Signature)

Typed Name

**ACCEPTANCE LETTER SAMPLE**

Your Name

Street Address

City, State, Zip Code

Date

Name of Individual Offering You Employment

Company Address

City, State, Zip

Dear Mr./Ms.:

I am very pleased to accept your offer (state offer) as outlined in your letter of (date). (Include

all details of offer-location, starting salary, starting date, etc.).

(Mention enclosures, applications, employee forms, and other information, if applicable.)

I have been very impressed with your organization throughout the interview process and in

discussions with your colleagues. I am looking forward to joining (the company name).

Thank you for all you have done.

Sincerely,

(Signature)

Typed name