

Sample Cover Letter 1

Your Address
City, State, Zip

Date:

Human Resources Department
Street Address
City, State, Zip

Dear Search Committee/Committee Chair:

(1st Paragraph)

Tell why you are writing, name the position for which you are applying, and state how you heard of the opening (newspaper, friend, contact, etc.).

(2nd Paragraph)

State why you are interested in working in the department, specify your interests in this type of work. If experienced, point out any achievements you have accomplished in this field. If you can, state what you can do for the department, without repeating the same information that's in the resume. Refer to the enclosed resume and/or application, which give a summary of your qualifications, training or experience.

(3rd Paragraph)

Indicate a desire to discuss your skills and qualifications further, as well as your availability. Provide your phone number (s) in the letter and offer assistance in answering any questions the department may have. Identify the specific phone number(s) where you can be reached and give the times you are available at that (those) number(s).

Sincerely,

[Your signature]

Your typewritten name

Enclosures: Resume and/or Application