

## LUCY LAWRENCE

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Date of Letter

Name of person you are writing (Mr./Ms.)

Person's Title

Name of Organization

Street Address

City, State ZIP

Dear Mr./Ms. \_\_\_\_\_:

Opening paragraph – Tell why you are writing. Convey enthusiasm for the position and what skills you have to offer. If a person within the organization or career field referred you, mention the contact's name and title. Remember, the cover letter talks about what you have to offer, not what you want or need.

Middle paragraph(s) – Give several specific examples of how you have used your skills, citing work and volunteer activities and how they relate to the position to which you are applying.

Closing paragraph – Refer the reader to the enclosed or attached résumé that summarizes your qualifications, training and experiences. Close by making a specific request for an interview. Give a time frame within which you will be available and say that YOU will follow up with a phone call to arrange a mutually convenient time. Thank the employer for his/her careful consideration.

Sincerely,

*(Handwritten signature in blue ink)*

If sending electronically, omit handwritten signature for your protection as it could be copied.

Type your name (four spaces below the complimentary closing)

(2 spaces)

Enc: (2)

Type the abbreviation Enc. which indicates enclosures. Also indicate the number of enclosures included.

If you are sending your materials electronically, follow the same procedure substituting the abbreviation Att. indicating attachment(s).