

YOUR NAME HERE

Address line 1
Address line 2
City, State/Province Postal Code
Phone Number

February 26, 2006

Recipient Name

Address line 1
Address line 2
City, State/Province Postal Code

Dear Employer,

A well-written cover letter is your first impression to a potential employer. It will not only summarize your experience and education, but also represent your communication skills. As such, be succinct and check your grammar and spelling.

A cover letter should be written in the first person. It should be professional, but not stuffy. One good review technique is to read your cover letter aloud. Does it sound natural? If so, then you're on your way. If not, keep working on it. Rewriting is the best tool for creating a great cover letter.

Your cover letter should be customized to meet the need of a potential employer. Don't assume the employer will see you as a match for the position. Match your skills to those listed for the job. Remember to focus on the big points. One trick is to imagine yourself in an elevator with your employer. How would you sell yourself in fifteen seconds or less?

The cover letter itself should be structured as follows:

- Introduction – identify yourself and the desired position
- Rationale – promote yourself; outline your key strengths and abilities and match them to the job description
- Action items – suggest next steps (interview availability, phone follow-up, etc.)

Of course, always thank the employer for reviewing your application. A little courtesy can go a long way. Best of luck!

Sincerely,

Your Name Here