

Sample Cover Letter

Your Mailing Address
City, State ZIP
Current Date

(3-4 blank lines)

Employer's Name
Title
Organization
Mailing Address
City, State ZIP

(double space)

Salutation:

(double space)

Come to the point and reveal your purpose and interest. Identify the position or type of position you are seeking and your source of information (school placement office, newspaper ad, faculty referral, etc.).

(double space)

Outline your strongest qualifications that match the position requirements. As much as possible, provide evidence of your related experiences and accomplishments. Make reference to your enclosed resume. Also show that you know something about the employer and how your qualifications meet the employer's needs (how the employer will benefit from selecting you).

(double space)

Convince the employer that you have the personal qualities and motivation to perform well in the position. Highlight skill areas unique to you. Market yourself and show how you stand out from all the rest.

(double space)

Suggest an action plan. Request an interview, indicate where and when you may be reached. Show appreciation to the reader for his or her time and consideration. Possibly emphasize your strongest qualification again.

(double space)

Complimentary Close,

(4 blank lines allowed for signature)

Your typed name

(double space)

enclosure(s)

Adapted from Strother, J.A. & Marshall, D.R. (1990). The Right Fit: An Educator's Career Handbook and Employment Guide, Gorsuch Scarisbrick, Publishers.

www.uni.edu/careerservices

UNI Career Services

102 Gilchrist Hall (319) 273-6857

Sample Thank You Letter

Following an interview, it's recommended you send a thank you letter, not only to state your interest in the position and the company, but possibly to tell them something new or to restate something you discussed. The letter can show that you listened to the interviewer, researched the company, and targeted the skills and characteristics they're looking for. As one employer commented: "I often get letters from people after the interview, and of the ones that come in, most are simple one paragraph thank-you notes. What really makes an impression on me is a letter that tells me something new or challenges my thinking."

A thank you letter is mailed within a day or two following an interview. It's important to have the interviewer's name (s) -spelled correctly - title, and complete address. When interviewed by more than one person, separate letters can be sent to each interviewer. If you have been contacting the company by e-mail, that may be another option to use for the thank you letter.

Your Address
City, State Zip code
Date

Name of the individual with whom you interviewed (with title, if appropriate)
Organization Name
Address
City, State Zip code

Dear Mr./Ms. (Insert Name) :

Thank the interviewer for the interview (if more than one interviewer, write a letter to each one), and state the date and place of your meeting. Indicate the position or topics discussed. Restate your interest in the organization, and refer to any key items that established your interest in the position or company. Describe any other characteristics or experience you may not have mentioned in the interview. (Sample entry follows)

Thank you for the opportunity to discuss the position of Design Engineer with you on February 7, at Cal Poly, San Luis Obispo. The information you shared about the worldwide scope of Media International was especially interesting to me, and I am excited about the possibility of applying my education and experience with your company. I was also pleased to learn that you offer opportunities for continued learning and travel, as I would like to continue my language and technical studies. I may not have mentioned that I am fairly fluent in Korean.

Offer the opportunity to be contacted for further information, and thank the individual for his or her time in meeting with you. (Sample entry follows)

Please feel free to contact me if I can provide further information. I look forward to hearing from you soon. Thank you again.

Sincerely,

(Sign name)

Your Name (type)

Adapted from:
Career Services, California Polytechnic State University, San Luis Obispo, CA

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