

COVER LETTERS



Format

A cover letter should accompany every resume sent to a potential employer, whether you are mailing, faxing or e-mailing.

Below are samples of the important information to include when composing your letter. Each letter should be personalized and specific to the position for which you are applying. Meet with a Consultant in the Career Center to review your cover letter.

Sample #1

Your Street Address
City, State, Zip Code
Date

Name of Person & Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms.:

INTRODUCTION: State the reason for writing. Name the specific position, or type of work for which you are applying. (Mention the resource used in finding out about the opening/company: news media, friend, faculty, if appropriate.)

BODY: Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume, application, and/or portfolio.

CLOSING: Indicate your desire for an interview. Include a telephone number or email address where you may be reached or state that you will call on a specific day to see if an interview can be arranged at the recruiter's convenience. Thank the reader for their time and consideration.

Sincerely,

(Be sure to sign your name)

Your Name

Enc.

48-Hour Cover Letter Critique

Use this convenient service to have your cover letter critiqued by an experienced career consultant and returned to you in two business days! Stop by the Career Resource Room with a copy of it, or by filling out the online request form and uploading your letter (and resume, too, if you'd like) at gwired.gwu.edu/career/resumecritiqueform

Your Present Address
City, State, Zip Code
Today's Date

Individual's Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr./ Ms. _____,

First Paragraph: In your initial paragraph, indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned of the opening (university career center, university listserv, friend, newspaper, etc...).

Example: I am writing in response to your posting for the (*insert the position title here, if one is specified in posting*) internship position. I learned of this position through the George Washington University Career Center.

Second Paragraph: Mention why you are interested in the position, the organization, its products or services; above all, indicate what you can do for the employer. If you are a recent graduate explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Try not to repeat the same information that the reader will find on the resume.

Example: I am very interested in this position as I am a (*insert your major here*) major and am anxious to expand my knowledge with hands-on experience. I believe that I would prove to be an asset to your organization as I have developed many skills through my past jobs and education. These skills include (*list skills*). [*Tip: include any skills the organization listed in their job posting that you possess*]

Final Paragraph: In the closing paragraph, mention that you are enclosing your resume for their review. Also, indicate your desire for a personal interview. Repeat your phone number and email address in the letter and offer any assistance to aid in a speedy response. For example, state that you will be in the city where the organization is located on a certain date and would like to set up an interview; or state that you will call on a certain date to set up an interview; or ask if the company will be recruiting in your area.

Example: I am enclosing my resume for your review. I will be contacting you within a week to discuss the possibility of setting up an interview. If you have any questions, please feel free to contact me at (*insert phone # and email address*). I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

(Your handwritten signature)

(Type your name here)

Enclosures

Office Hours
Monday-Thursday
8:30am-6:00pm
Friday
8:30am-5:00pm



Drop-in Consulting
Monday-Thursday
1:00-5:00pm
Friday
1:00-3:00pm
Summer:
Monday-Friday, 1:00-3:00pm