

What's the point of a cover letter?

- *To customize your background for a specific job.* It guides the reader by summarizing the skills and experiences relevant to a particular opportunity.
- *To demonstrate your research, writing, and analytical skills.* It allows you to communicate your knowledge of the employer, industry, and career field.
- *To convey your motivation and professionalism.* It reflects your personality, enthusiasm, and interest.

Do letters need to be customized?

Yes. Effective cover letters are marketing tools for your job or internship search. Since marketing is about understanding and meeting the needs of a specific audience, your letter should focus on the needs of a specific employer. These needs or requirements are typically described in a job posting, which can help you tailor your background to fit each opportunity. The quality and customization of your writing will impress an employer and distinguish you from other candidates. Tempted to use a generic letter? *Consider this:* Recruiters say they typically spend less than 30 seconds skimming a candidate's correspondence. Distinguish yourself with carefully crafted and compelling communication.

Since recruitment is done online, you'll most likely send your cover letter as an attachment, preferably PDF. Your letter should be one page in length and maintain the same formality and quality as if you were turning in an important term paper.

Address a specific person. A quick telephone call to an employer can help determine the name and correct spelling of your recipient. If you can't get this information, address the letter to "Dear Hiring Manager" or "Dear Human Resource Manager." Another suggestion is to use a subject line in place of the salutation (e.g., Application for Research Analyst Position). Avoid salutations such as "Dear Sir," "Dear Madam," or "To Whom It May Concern." Do not use the term, Mrs., when addressing a woman. There is no need to use a first name in the salutation: Dear Ms. Smith, not Dear Mary Smith.

Keep it brief. A cover letter is intended to complement your resume, not repeat its content. Limit the letter to one page.

Match yourself to the opportunity. Effective cover letters are accomplishment-oriented and focus on specific skills and abilities. Avoid saying you're "responsible" for a task or project; instead, describe your results and connect them to the requirements of the position you're applying for.

Demonstrate your interest. Show what you've learned about the employer and/or industry. This is where your research and networking will pay off. Where appropriate, use the vocabulary of a specific discipline or industry.

Write in your own style. You can adopt a conversational tone as long as your writing is flawless and grammatically correct. Avoid bland, overused statements such as "Enclosed please find my resume for your review" and "Please do not hesitate to call me." Use active voice and powerful verbs for lively communication.

Put yourself in the reader's position. Focus on the reader by using the words "you" and "your." (Avoid excessive use of "I" and "me." Count the number of sentences that begin this way and edit accordingly.) Communicate what you can *contribute* to the reader's organization, rather than what you expect to *get*. e.g., "I can communicate easily with your clients because I'm proficient in Spanish." Not, "I hope to improve my Spanish skills by communicating with your clients."

Pay attention to detail. Employers value effective and careful communicators, and your writing skills are reflected in your cover letter. Grammar, spelling, or typographical errors will send you to the 'discard' pile. Ask an expert to proofread your letter for content, clarity, and correctness.

First impressions count. The average employer receives thousands of letters annually from job applicants. Make yours visually appealing.

- Use the same font as your resume. Keep it simple (e.g., Times New Roman, 12 point).
- If you're using a hard copy, print it on the same paper stock as your resume. White or cream color is preferable.
- Sign a hard copy letter with blue or black ink.

How do I follow-up after sending a letter?

Unless an employer indicates otherwise, you may follow-up with a phone call or email within 5-10 days of applying. Express your continued interest and inquire about the status of the hiring process or the recruiter's timeline for filling the position. Rather than simply asking if your resume has been received, this approach is more apt to create a dialogue.

Are there other types of letters used in job search?

Most job search correspondence can be categorized as follows.

1. *Cover Letter*: accompanies resume when applying for job or internship
2. *Thank you Notes*: follow-up an interview or networking meeting
3. *Acceptance Letter*: confirms acceptance of an offer
4. *Networking Email*: requests career information or an informational interview (consult the Career Center Networking packet for sample emails)

Please Note: The following cover letters were written by Tufts students. Keep in mind that each student customized the content for a specific position, highlighting the most relevant skills, knowledge, and experience. These are not templates and may not be copied.

Sample Cover Letter Format

Your Street Address
City, State Zip
Current Date [4 returns]

Name
Title or Position
Department
Company
Street Address
City, State, Zip [2 returns]

Dear Dr./Mr./Ms. Last Name: [2 returns]

Why Them? Engage your reader. Beginnings are important. To hook your reader, avoid generic openings such as, “Enclosed please find my resume ...” State your goal and the name of the position. Indicate how you heard of the opening, and if you have a referral from someone, mention that individual *by name*. Personalize the letter by expressing an interest in *this* particular employer and demonstrate that you’ve done some research about the organization.

Why You? Sell yourself. Make the match between you and the position / organization. Be as specific as possible in addressing the requirements listed in the job posting. Regardless of your many valuable skills and traits, *focus only on the ones the employer specified*. Describe your most relevant qualifications and illustrate with examples. Show how your background and experience qualifies you for *this* job.

What’s next? Close with enthusiasm. Restate your interest in the opportunity and an interview. You may indicate that you’ll call to follow-up (if you’re *certain* you will do this *and* if the employer has not specified “no calls”). Employers appreciate initiative and motivation. [2 returns]

Sincerely, [4 returns]

(Sign your name here) Optional [2 returns]

Your typed name

A MATCHING GAME:

Develop Your Cover Letter Content

Job/Internship Requirements What are the employer's top needs?	You How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

Your Street
Your City, State, Zip Code
DATE

Mr./Ms First and Last Name
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

I am eager to join your team at (Employer Name) in the role of (job title) which is posted on Tufts Jumbo Jobs. As an International Relations major with a passion for global cultures and a background working with youth, I look forward to using my education and experience to guide your student population.

My first experience abroad was during high school. I studied in Latin America with a program similar to yours. This experience, in addition to family travel and a college semester in Madrid, has made me aware of the importance of cross-cultural learning and global understanding. In addition, my role as a tutor and camp counselor has trained me to work with young people of all ages.

Your job description emphasizes the importance of collaboration, team work, and communication. These are qualities and skills that I have developed as a varsity tennis athlete, an ESL teacher in the local community, and a Student Assistant in the International Relations Department at Tufts. Each role involves widely varying populations and tasks that I manage and enjoy. Each one demands an ability to work effectively, both independently and as part of a team. I'm confident I can meet the demands of your position.

Thank you for considering me for your team. I welcome your call or email at xxx.xxx.xxxx or first name. last name@tufts.edu.

Sincerely,

Your Name

Your Street
Your City, State, Zip Code
DATE

Mr./Ms First and Last Name
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

As a senior at Tufts University earning a BS in Electrical Engineering, I am writing to apply for the position of (job title) at your (geographic) location. The areas of renewable energy engineering and efficiency interest me, and I believe my electrical engineering background will provide a helpful perspective on the energy challenges you're facing. I admire (company name's) commitment to track emissions and increase efficiency at all stages of production, and I am eager to be a part of the team that continues to drive these emissions lower.

At Tufts, I have maintained a 3.89/4.0 GPA in both traditional and project-based classes. One project was a research study involving room temperature plasma deposition for the creation of low cost solar cells. It was this research that led to my interest in energy sustainability from an electrical engineering perspective. Through my other coursework and projects, I have developed strong engineering and mathematical skills, including the use of powerful tools such as MATLAB. I have worked on several team projects that have developed my group oriented skills, and I am well prepared to collaborate with interdisciplinary engineering teams.

Thank you for your considering me for your (job title) position. I am reachable at (email address) and (phone).

Sincerely,

Your Name

Your Street
Your City, State Zip Code
DATE

Mr./Ms First and Last Name
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

While studying quantitative economics and mathematics at Tufts University, I have developed an interest in financial services. Learning more about the industry from Tufts alumni who work at (Employer Name) has encouraged me to pursue your analyst position posted on Jumbo Jobs. Based on my academic record, leadership experience, and work ethic, I offer you both the skills and attitude that would suit your position.

I am confident the knowledge I have acquired throughout my studies at Tufts will prove beneficial at (Employer Name). I have thoroughly enjoyed and succeeded in my Statistics and Econometric Analysis classes. These courses have provided me with an understanding of statistical programs, such as STATA and Excel, and an even greater interest in financial services. The quantitative focus of my economics major requires acute attention to detail and has sharpened my analytical skills.

Beyond the classroom, I have taken an active role in campus activities as a tour guide and orientation advisor for the past three years. These leadership roles have allowed me to interact with a diverse group of people. As a tour guide, I am continually building relationships with prospective students and their parents in order to demonstrate the value of their potential investment in a Tufts education. In addition, I have held increasingly responsible positions at the YMCA Camp over the past five summers, requiring me to learn a new job each year. This environment of adapting to change, while continually taking on new responsibilities, is one in which I thrive.

While serving as director of Hunger Project, a service group at Tufts, I learned the importance of focusing on details. I coordinated projects from beginning to end, which included scheduling dates with local shelters, recruiting volunteers, sending out reminders, and participating in the events. I pride myself on being organized and following through on every aspect of the job.

Based on my knowledge of and interest in the financial services industry, ability to manage a wide array of tasks, and strong work ethic, I believe I can support you in the (job Title) position at your firm. I look forward to an opportunity to meet with you. In the meantime, thank you for your consideration.

Sincerely,

Your Name

Your Name
Street Address
City, State, Zip Code

DATE

Mr/Ms. First and Last Name
Title
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

As a Tufts University senior who has developed leadership and organizational skills while balancing academics and employment throughout my college career, I am applying for your paralegal position at (Law Firm). While engaged in diverse experiences including internships, community service, and campus employment, I have maintained a 3.5 GPA and demonstrated my ability to work effectively in teams of all kinds.

In researching your firm and the role of paralegals, I have identified the skills and qualities that would contribute to success in supporting your attorneys. In particular, I note the importance of researching, organizing, note-taking, and proofreading. I have mastered these skills to succeed in my classes as well as in my internships.

While studying in Madrid last year, I interned at an organization that promotes global democracy. Using my Spanish and English skills, I drafted press releases, conducted research, translated, and edited material to be read by former Heads of State as well as the general public. This experience demonstrates the close attention to detail required to assist attorneys with complicated issues from SEC filings to IRS communication.

In my campus job, I have had the opportunity to develop and improve my leadership skills. As Student Manager of Tufts University Catering Services, I direct a team of student caterers who set up and serve meals at a wide range of events. For example, I'm in charge of a weekly Shabbat dinner which caters to upwards of 150 students. Though quite different than the law, food service is also a demanding industry where success depends on teamwork. I know this personally from my involvement for most of my life with my family's restaurant business. Interacting with customers requires professional communication which I learned at a young age.

In terms of the content that I would work with as a paralegal, I believe that I would be well prepared because of my extensive coursework in international relations, political science and economics, which has enabled me to develop strong research, writing, critical thinking and analytical skills.

I am enthusiastic about pursuing a career in law and hope that you will consider my candidacy for your position. You may reach me at name.name@tufts.edu or 000.000.0000. Thank you.

Sincerely,

Your Name

Your Street Address
City, State, Zip Code
DATE

Mr./Ms. First and Last Name
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

Based on my AmeriCorps experience, language skills, and strong record of leadership, I am eager to join the entry level professional program at (Employer Name). Conversations with (contact name) have confirmed my interest and I am committed to begin a career in international development.

Working as a disaster relief case manager and community organizer during my AmeriCorps term, I gained valuable experience collaborating with other nonprofit organizations and city agencies to help improve the current aid delivery channels for hurricane victims. I also worked one-on-one with victims to connect them to critical resources. As a community organizer, I planned and implemented surveys, managed monthly neighborhood markets, and organized meetings for residents. These experiences have prepared me to make a meaningful contribution to your work.

At Tufts University, I developed leadership skills in my role as founder and co-chair of the Jumbo Janitor Alliance, a student group focused on building stronger ties between students and workers on campus. As one of the first leaders of the group, I grew our membership to over 300 members and developed programs such as Dorm Clean Ups, where students join Tufts custodians and assist with cleaning tasks. My involvement in this group has also allowed me to practice my Spanish in a real-world setting, since most janitors at Tufts speak mainly Spanish.

As part of a genocide-awareness student group, I attended a conference in Washington, D.C. and met with a U.S. State Department official to discuss the political situation in Sudan and specifically, the Darfur region. This discussion helped inform me about the complex nature of humanitarian crises. In the aftermath of the Haiti earthquake earlier this year, I volunteered with USHAHIDI, plotting requests for aid on a map to optimize NGO aid delivery. Through my volunteer experience, I learned the importance of robust information systems when dealing with disaster relief efforts.

As an international development organization with over 1,100 projects providing support for powerful agencies such as USAID, (Employer Name) is an employer I would be privileged to work for. I hope you will contact me at (000.000.0000) or (name.name@tufts.edu). Thank you for considering me.

Sincerely,

Your Name

Your Name
Your Street Address
City, State, Zip Code

DATE

Employer Name
Street Address
City, State, Zip Code

Dear Hiring Team:

I am eager to use my training as a Tufts University Clinical Psychology major to facilitate teamwork and communication among patients, families, and the medical care team at (employer Name). Through my health care internships, hospital volunteer service, and academic coursework, I have acquired skills that prepare me to contribute to your mission as a (job Title).

Based on my understanding of this position and your organization, the following aspects of my background are most relevant:

- Commitment to health care exemplified by my volunteer work at Lawrence Memorial Hospital and my active leadership with the Student Health Advisory Board to Tufts University Health Service
- Strong communication skills learned through a curriculum focusing on psychotherapy and practiced in positions as diverse as an assistant group therapist with Massachusetts Mental Health and telephone fundraiser for Tufts University
- Analytical thinking and problem solving skills cultivated as program coordinator for Tufts Freshmen Orientation Community Service, which involved matching ### students to volunteer positions throughout Greater Boston
- Teamwork and collaboration skills demonstrated as a productive new member of an existing clinical team at both Massachusetts Mental Health and Lawrence Memorial Hospital

As you seek a candidate who can quickly adapt and contribute to your compassionate treatment teams, I hope you will consider my credentials. You may contact me at (000) 000-0000 or name.name@tufts.edu. Thank you for your consideration.

Sincerely,

Your Name

Please Note: A bulleted format can create a highly “skimmable” document for busy resume readers. The framework allows you to highlight the ways in which you meet the specific requirements of the position. Do not copy bulleted information from your resume; you must create original text that synthesizes your major points. This involves a series of sentence fragments without the use of the pronoun, “I.”

Street Address
City, State, Zip Code
DATE

First and Last Name
Title/Position
Employer Name
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name,

I am following up on our email conversation about an Arts Administration Internship next spring at the (Nonprofit Arts-Related Law Firm). Thank you for your help in learning more about this opportunity. As a Tufts University senior, a dancer, and an aspiring lawyer, I am strongly aligned with the mission of your organization, and I am eager to work with you.

I have developed the organizational and interpersonal skills that your internship requires, along with a foundation of legal knowledge which I acquired as an intern last summer. Working as a legal research intern at McCarter and English LLP in Boston, I managed a variety of tasks from writing legal memoranda to reviewing documents. This experience offered valuable training and confirmed my passion for the law, an enthusiasm that I am eager to bring to your organization.

Having danced at the Boston Ballet School for fourteen years and studied with students from the Berklee College of Music, I am familiar with the Boston arts community. I continue to dance and to encourage the arts as vice president of a dance troupe at Tufts. Your internship combines my interests and would allow me to use the skills and knowledge I developed at McCarter and English.

I believe my administrative experience will also be an asset to the (Nonprofit Arts-Related Law Firm). As a student assistant at Tufts Career Center, I have assisted with many event-planning projects, which have encouraged my independence and initiative. In addition, this position has proven my ability to multi-task and to interact in a professional setting with students, parents, faculty, and employers.

It would be an honor to contribute to your mission. Thank you for reviewing my background. You may contact me at name.name@tufts.edu or 000-000-0000.

Sincerely,

Your Name

Your Name
Your Street Address
City, State Zip Code

Employer Name
Street Address
City, State Zip Code

DATE

Dear Mr./Ms. Last Name,

I am writing about the Editorial Internship posted on your website. My studies and work experiences have developed an appreciation for language and the nuances of writing. At Tufts University, I pursue a double major in English and French and spent a year studying in Paris. While abroad, I depended on travel publications to navigate my new terrain, and I am interested in helping to guide your readers as an intern for (Travel Magazine).

My non-fiction writing class has allowed me more creative freedom than previous literature courses. Experimenting with different forms of writing such as travel articles and film reviews, I have learned how to write according to audience needs and am enthusiastic to further develop this skill.

As an intern in a French speaking environment at the International Council on Archives, I worked with three languages in translating documents. I often had to use a variety of resources to verify the proper use of language and to determine the appropriate use of unfamiliar technical vocabulary. I balanced my time between researching and translating, making sure to meet deadlines.

In a different experience, my part-time position at our campus library has taught me to look past the tedious process of shelving books and to recognize the value of organizational skills. This understanding of attention to detail and precision has helped me with my schoolwork, and would help in my internship at (Travel Magazine).

Thank you for considering me for your internship. If you have any questions, you may contact me at (000) 000 0000 or by email at name.name@tufts.edu. I look forward to hearing from you.

Sincerely,

Your Name

Your Street Address
City, State Zip Code
DATE

Mr./Ms. First and Last Name
Department
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

I am applying for a summer internship at (Global Security Company). As a graduate student in engineering and a reader of *Popular Science* since childhood, I have always seen (Employer Name) associated with aircraft, defense, and other technological advancements. I had the opportunity to speak with a fellow Tufts student who was an intern last summer at (Employer Name). She described a rewarding experience working in (specific department) and enjoyed the hands-on opportunities that were available to her.

Last summer I worked for a small research company, and I am currently working on a research project for the Tufts University Mechanical Engineering Department. Based on these experiences and interests, I hope to join you as an intern next summer and contribute the skills I have developed through my courses and internships. With this hands-on experience, I'm ready to move to a large corporate structure and look forward to the learning opportunities offered at (Global Security Company).

I am eager to discuss the possibility of an internship with you. If you have any questions or require any additional information, please contact me at (000) 000-0000 or name.name@tufts.edu. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Your Name

Your Street Address
City, State Zip Code
DATE

Mr./Ms. First and Last Name
Title/Position
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

As a graduate student in clinical psychology at Tufts University, I am writing to apply for the Behavioral Therapist position, an opportunity I learned about on the (Research Institute) website. My interest in working with (Research Institute) began last spring when I met a representative at the Tufts Career Fair. Since then, I have learned more about your services to children and I am eager to offer you the benefit of my experiences teaching and working with children and young adults.

Through my studies as a Clinical Psychology major, I have had the opportunity to study child development and psychology in a structured environment and to complement my theoretical knowledge with hands-on training at the Eliot-Pearson School. In addition, my work tutoring and mentoring students, both in the United States and abroad, involved communication with parents and other providers.

In reviewing your requirements, I recognize the relevance of my experience interning and working as a Paraprofessional at the SEEK Program in the Somerville School District. SEEK (Socio-Emotional Education at the Kennedy) is a special needs program focusing on students with emotional, behavioral and learning disabilities and disorders, as well as on students with other disabilities. At SEEK, I have had the opportunity to develop skills and abilities such as strong behavior management techniques, effective interviewing skills, and constructive teaching methods. Working with the students and staff of this special needs program and learning the theories and applications of the Crisis Prevention Institute has also emphasized the importance of focusing instruction on life skills and issues of problem solving, patience, control, and safety.

I hope to discuss your position and to learn more about the (Research Institute). I will call you in the next few days to follow up. In the meantime, I can be reached at 000.000.0000 or name.name@tufts.edu. Thank you for your consideration.

Sincerely,

Your Name

Your Name
Your Street Address
Your City, State Zip Code

DATE

First and Last Name
Title/Position
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

A strong interest in Design and Modeling has encouraged me to apply for your internship position at (Employer Name). As a candidate for a Master's degree in Mechanical Engineering at Tufts University, I am prepared to contribute the skills I have acquired in my classes and research to your world class work in acoustics.

My thesis on analysis of Pinch and Roll process used to manufacture aircraft turbine and compressor blades, and a course project on Manufacturing Design and Cost Analysis of Turbine Disk, exposed me to manufacturing practices and familiarized me with solid modeling software like AutoCAD and Pro Engineer. I am confident that I can manage high level Design and Modeling projects based on my understanding and use of FEM packages like Deform and Analysis, CAD tools like AutoCAD and Pro Engineer, and Mathematics based software MathCAD,

The rigor of my courses at Tufts coupled with projects and term paper presentations for my Master's program have developed my analytical aptitude and communication skills. In addition, as Vice President of the Indian Society at Tufts, I have organized social and cultural events to promote appreciation of diversity and I have raised funds to provide scholarships for Indian students. These experiences demonstrate my organizational and management skills and ability to work well as part of a team.

I would like to discuss your internship opportunity with you at your convenience. I can be reached at (phone) or (email). Thank you for reviewing my credentials for this position.

Sincerely,

Your Name

Your Street Address
City, State Zip Code
DATE

First and Last Name
Title/Position
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name,

An urban planner from the (name of city) came to Tufts University last year to speak about the changing face of regulatory takings and eminent domain use. Ms. (Name) spoke enthusiastically about how changing legislature is affecting (city's) regional planning goals. We had an engaging discussion that confirmed my interest in moving to (state) to work for the City of (Name). Since then, I have completed my Master's in Urban and Environmental Policy and Planning at Tufts and I am applying for the (job title) position in your Planning Department

In addition to my education in urban planning, I have six years of work experience in higher education that has allowed me to develop an array of skills, particularly in the area of information technology. For example, I designed and built a virtual tour of the Boston University campus. As team leader for this task, I coordinated the efforts of several staff members and student interns to finish the project for the upcoming undergraduate admissions cycle.

In another initiative related to our greening efforts at BU, I managed a project involving dozens of academic departments as well as local companies. Together, we recycled more than 100 old computers and technical equipment. I have also written technology standards and responsible computer use policies, and advised colleagues on how to gather qualitative data for effective evaluation of our service goals.

Perhaps the most valuable part of my IT work has been the opportunity to see how technology is used pragmatically to overcome communication barriers among students, faculty, parents, and University administrators.

The Master's program at Tufts prepares graduates for a wide range of work in the urban and environmental planning fields, and what separates Tufts from other programs is its dedication to the integration of two distinct fields. (State) prides itself on protecting natural resources, particularly in their most urban areas, and the coursework at Tufts promotes a sense of harmony between city life and environmental preservation and protection. I feel this unique perspective makes me a good fit for your city planning department.

I welcome an opportunity to discuss my qualifications and interests with you. I look forward to hearing from you at 000.000.0000 or name.name@tufts.edu.

Sincerely,

Your Name

'Thank You' Email ~ Following Interview for Job or Internship

SUBJECT LINE: Interview Thanks & Follow-up

Dear Mr./Ms. Last Name,

I enjoyed meeting you yesterday and learning more about your research and design work at (Company Name). Thank for the opportunity to interview for your (job title) position. My conversations with you and with the engineering team have confirmed my interest in the position as well as the company.

My chemical engineering education and internship experiences have prepared me for this role, and I am eager to apply what I've learned to help with your upcoming projects. In particular, I'm interested in (specific project or task) where my background in (fill in appropriately) could be helpful. I hope there will be an opportunity to continue our discussions.

Sincerely,

Your Name

Letter of Acceptance

Your Street Address

City, State Zip Code

DATE

First and Last Name

Title/Position

Employer Name

Street Address

City, State Zip Code

Dear Mr./Ms. Last Name,

Thank you for your offer of employment as a (Job Title) with (Company Name). I am pleased to accept your position as (Job Title) and I have enclosed the Employee Application that you requested.

To confirm my understanding of the offer, I am to begin work in the (location) office on (date), with annual compensation of \$00,000 plus benefits.

I look forward to joining (Company Name) and to making a solid contribution to your work.

Sincerely,

Your Signature

Your Name

Checklist for Your Letter

- ☐ I tailored my letter to *an individual employer*, demonstrating through research that I understand the organization's needs and how my skills and background match those needs. *Note: This approach goes beyond copying and pasting a new company name into an old letter!*
- ☐ I located an addressee name for my letter and verified the person's gender. If I was unable to find the proper addressee, I used the suggestions on the first page of this packet to inform my writing.
- ☐ I proofread my letter several times (without relying on spell check!) and asked an expert to review my work.
- ☐ I prepared a PDF file of my complete application and followed the employer's instructions for submitting the materials (e.g., use of a specific file name).
- ☐ I developed a plan for organizing my applications and following up with employers.

Notes