



Writing a Cover Letter

123 Maple Drive
St. Louis, MO 63111
December 15, 2007

Your return address
Date of letter

Ms. Kate Smith
Assistant Director
Youth Center
5900 South Broadway
St. Louis, MO 63123

Name, title and address

Dear Ms. Smith:

Salutation

The opening paragraph should state why you are writing, what position you are applying for, and how you found out about the position (or organization, if you are not responding to a job opening). If someone referred you, this would be the place to include this. Stating why you are interested in the position or company would also be a nice fit in the opening paragraph.

The second (and third) paragraph includes your skills and qualifications. You want the reader to come away with the belief that you are qualified for an interview; therefore, it is important that you match up the job description (or your understanding of the organization) with your qualifications. To keep the letter interesting and dynamic, be careful not to begin each sentence with "I." Make sure to give examples whenever possible to show your skills and experience.

The final paragraph will include a referral to your resume. Stating that you would like an opportunity to discuss further how your qualifications meet the needs of the organization is also a good idea. Most employers welcome candidates who are proactive. You can demonstrate that by indicating that you will call in one week to see if a meeting can be arranged.

Sincerely,

Closing

Clara Jones

Don't forget your signature!

Clara Jones

Type your name