

Cover Letter Guidelines

Samford University Career Development Center

Your street address
City, State Zip Code
Month, Day, Year

Name of person you are writing (if you have it)
Title of person you are writing (if you have it)
Name of Organization
Street Address
City, State Zip Code

Dear Hiring Manger (or “Dear Human Resources”; if you have the person’s name, you can use it here),

In your first paragraph, state 1) why you are writing including the specific position or type of work for which you are applying, 2) how you heard about the position/organization, if appropriate (i.e. Career Development Center, referred by someone who works there, you’ve been monitoring their site for opportunities), and 3) a good transition sentence, perhaps why you are interested in or qualified for the position/organization (research on the company will help here).

In this paragraph, you can relate your skills/qualifications to their needs. This is easier when responding to a posting where the qualifications are listed. Research the organization to identify their needs and goals. If you are not responding to a position announcement, try to anticipate their needs based on your knowledge of the career field and organization based on your research. Choose 2-3 skills or experiences that you want to highlight. State the skill, relate how you developed it or give an example from your resume, and then state how that skill/experience will benefit the employer/position. You may also explain how your academic background has prepared you for the position or why you are passionate about the opportunity or organization. Avoid reiterating everything on your resume. If needed, you can use two paragraphs to cover this information.

In your closing paragraph, refer the reader to your resume for more information if you haven't already done so. You can reiterate your interest and express the hope that you will have the opportunity to discuss your qualifications in person. You might want to include your phone number where they can contact you if they need further information. Thank the reader for considering your candidacy.

Sincerely,

Your Name*

Your Name (typed)

*You can ether scan your name and then paste it above your typed name, or type your name and put it in a cursive-like font.

Use 12 or 11-point font, whichever you used on your resume.

***For more information, stop by or call the Career Development Center
217 Dwight Beeson Hall • 205-726-2980***