

## COVER LETTER FORMAT

Street Address  
City, State, Zip Code  
Email

Date

Employer's Name  
Employer's Title  
Company Name  
Company Address

Dear \_\_\_\_\_,

**Section 1:** Tell what position you are applying for and how you found out about the position. State why you are interested in the organization.

**Section 2:** Explain and expand briefly how you meet the company's needs. State the educational, skill and personality traits that prepare you to contribute to the company in a unique way. Give an example of something you did that relates to the position and reference to the enclosed documents. DO NOT put "see resume" for details. The cover letter should make them want to read the resume for more information.

**Section 3:** Give a time frame in which you will call to arrange an interview, or indicate that you hope to be hearing from them soon, and indicate the best way to reach you.

**Section 4:** Thank them for their time and consideration.

Sincerely,

Your signature in blue ink

Your name typed

Your phone number typed

Attachments: Resume

## SAMPLE APPLICATION LETTER

1225 Chicago Avenue  
Evanston, IL 60208

May 29, 2009

Ms. Mary Lou Nelson  
Manager of Human Resources  
Continental Industries, Inc.  
2900 Rosemont Boulevard  
Rosemont, IL 60018

Dear Ms. Nelson:

I am applying for the web developer position that was advertised with Northwestern University Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as a department computer consultant gave me exposure to both PC (Windows 2000, NT, XP) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked as a summer intern in computing operations for a major city newspaper where I gained knowledge of enterprise systems and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended.

I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847-683-4388 or [m-lopez@northwestern.edu](mailto:m-lopez@northwestern.edu).

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Maria Lopez