Components of a Cover Letter

1. **Contact info:** Name, street address, city-state-zip. *Suggestion:* Make your contact info exactly like the contact info in your resume/CV. This creates continuity and professionalism.

2. **Date:** Skip 2 lines after contact info and write out month + date + year. Use the actual date you will send the letter to the recipient.

3. **Recipient’s contact info:** Name, title, affiliation (department and/or institution), street address, city-state-zip.

4. **Salutation:** Politeness matters, so use “Dear” followed by the appropriate title such as “Dr.,” “Mr.,” “Ms.” If you don’t know the recipient’s gender, use their title such as “Dear Director” or “Dear Nurse Manager” + last name.

5. **Paragraph 1:** Tell the reader if you are applying for a specific position or inquiring about opening. Next tell the reader how you heard about the position: saw a post online or was told about an opening from a current employee. Next tell them who you are (“a student at X university”). And finally provide a statement about your qualification for the position and give a very brief reason why you feel qualified.

6. **Paragraph 2:** This is the heart and soul of the cover letter. Follow the 3 E’s: Explain your experience in relation to employer and/or the position. Exemplify how you are qualified (a story or fact that shows qualification). Emphasize a pertinent aspect of your work/academic record which establishes another connection to the employer and/or position. Showing and telling what you have in common with the position is the prime goal of this para.

7. **Paragraph 3:** You have the option to conclude your cover letter with para 3 or create one more para that focuses on soft skills related to the position. Make this move if your research on the employer indicates that soft skills would be valued. If you don’t need to include this info, then close by thanking the reader for their consideration. Indicate you can be contacted by phone or email and write out this info again here. Recommend you say “contact me anytime” so they know you are very interested in the position.

8. **Closing & Signature:** Use a simple and traditional close such as “Sincerely” or “Truly yours.” Skip 2-3 lines. Sign your letter. Under your signature, type your name and feel free to include your degree letters after your name.

9. **Enclosure(s):** simply write “Resume” or “CV” or whatever document you are including with your application.
Dear Sir or Madam:

As you and your team prepare to bring the International 2008 Women’s Softball Jubilee to the Disney Sports Complex, you will be seeking people with good organizational and networking skills. I am one of those people and am highly interested in augmenting the team’s operation in a legal or management capacity.

My legal experience has been mainly in government and environmental law, while my academic background has been primarily in international law and communications, with an emphasis on broadcasting and public relations.

During diverse internships as an Archivist, Law Clerk and workshop Instructor, I have developed organization and networking skills, a talent for efficiently gathering information from government officials, and written sources. I have also proven my ability to work well with clients on various projects and in various languages (English, French and Spanish).

I know I would be an asset to your team and look forward to discussing this exciting opportunity with you. Should you require any additional information prior to me contacting you, please call or email me directly. Thank you for your consideration.

Sincerely,

Lisa Shaw
Encl.