

Career Services Cover Letter Template

7 Walnut Circle
Dormax, MI 49218
(consider using your resume heading & contact info. here)

(1-2" top margin)
(Return Address)

August 7, 2002

(Date)

Mr. James Lemke, President
Consumer's Power Company
725 32nd Street
Jackson, Michigan 49201

(Recipient's Address)

Dear Mr. Lemke:

(Greeting Line)
(Double space)

Introductory Paragraph: This is the *Attention Grabber*. This paragraph should arouse the reader's interest. If you are applying for a specific internship or job, mention the position title and the name and date of the vacancy listing. Give the person's name that referred you to the company, if appropriate. Most introductory paragraphs are short, so be brief and clear.

Middle Paragraph: This is your *Sales Pitch*. It is the longest of your paragraphs. Persuade the employer that you are worth an interview. Mention specific skills, education, and/or experience (internships, class projects, work, etc.) that make you an attractive candidate for the position. Highlight special skills. Reveal a personal goal that could be realized with this firm. Prove that your skills and abilities can satisfy the employer's needs.

Final Paragraph: This is your *Request for Action*. Ask for an interview or a meeting to discuss how your skills might assist the employer. Offer to provide more information (e.g., samples of your work, more details of your past experience, etc.). You may ask the employer to contact you, or you can take the lead, and indicate that you will be contacting them to schedule a specific time to meet. Provide your phone number and email address, and the best times to contact you.

Thank you for your consideration.

Sincerely,
DON'T FORGET TO SIGN YOUR LETTER!

(Closing Line)

Jay Rifkin

Enclosure

Note: Single space within each paragraph. Double space between paragraphs.