

# Sample Cover Letter

## Composing a Cover Letter

Your Resume Header should be copied here including the following:

Your name

City, state, ZIP code, email address, phone number

\*position your header the same way as on your resume

Date

Addressee's name and title

Name of company

Mailing address

City, state, ZIP code

Dear Dr. / Mr. / Ms. \_\_\_\_\_:

The opening paragraph should be brief (2-4 sentences). Introduce yourself and state your major and year at Texas Southern University. State the reason for your letter including job title, resource from which you heard about the vacancy, job listing number, (if there is one) and any other pertinent information to ensure the employer understands what job you want.

Indicate in the second paragraph your interest in the company, job and why you think you are qualified for the position and how it relates to your own interests or experiences. Match up your qualifications with those listed as required on the job description, if it is an advertised job. A formal letter is obvious to an employer, so write a customized letter for each employer/job. Emphasize the aspects of your education, experience, special skills, etc. that are relevant to the position. You may refer to your enclosed resume, but do not duplicate the exact wording of your resume. Keep it concise and only use about 4-6 sentences.

The last paragraph is only a few sentences in which you express your interest in providing additional information during a personal interview. You then may state that you will call the employer on a certain date (or in 10 days, one week, or whatever timing you want) to arrange for an appointment to further discuss your qualifications with the employer in person. Thank them for their time and consideration.

Sincerely,

Your signature (Make it fit in this space without extending over the typed words.)

Your typed signature

Enclosure (Résumé)

### Cover Letter Tips

- **Customize** the cover letter for a specific employer and job description. Templates are easy to spot and reflect poorly on your interest in the position.
- **Address the letter to a specific individual.** If no name was given in the job announcement, call the organization to learn who is on the hiring team. If all else fails, use "Dear Hiring Manager:" or "Dear Search Committee:"
- **Isolate three or four skills** that you possess that are relevant to the position and mention concrete examples from your resume that demonstrate these skills.