

## Cover Letter Guidelines

The cover letter is one of the most important letters you will write in your job search. It is often your first contact with an employer. You want to capture the reader's attention by showing how you are a good fit for the position to which you are applying.

### Cover Letter Content:

1. The first paragraph should include specifically why you are writing. Mention the specific job for which you are applying and where you saw the job posting.
2. The middle paragraph(s) should include a little bit about yourself and why you would be a good fit for the job. It is recommended to review the job requirements and address how you meet those requirements.
3. The last paragraph should mention how the employer can get in touch with you and thank them for their time and consideration in reviewing your job application materials.

It is very important to check your cover letter (as you would your resume) for spelling, grammar and punctuation mistakes. Any mistakes, even the smallest, can cost you the opportunity for an interview. Always have another person proofread your letter to ensure there are no mistakes.

The letter should be formatted as a standard business letter including your name and address at the top, the date, the name and address of the person to whom you are writing, a subject line, a salutation (example: Dear Mr. Smith, Dear Recruiter, or Dear Sir or Madam) the body of the letter, signature, and listed enclosures. Please see the sample cover letter on the next page.

Sample  
Cover Letter

**John Smith**  
1 Main Street  
New Britain CT, 06050  
(860) 555-1234  
smithj@my.ccsu.edu

December 18, 2013

Mr. George Jones  
XYZ Company  
87 Delaware Road  
Hatfield, CA 08065  
(909) 555-5555  
george.jones@email.com

RE: Programmer Position (Ref# 12345)

Dear Mr. Jones,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a Bachelor of Science in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at smithj@my.ccsu.edu or my cell phone, 860-555-1234. Thank you for your time and consideration.

Sincerely,

*John Smith*

John Smith

Enclosures: Resume, Job Application, References