**Joe Smith**

123 West Street, Taylors, SC, 29687 | (555) 555-5555 | [joesmith@gmail.com](mailto:joesmith@gmail.com)

MO, Day, YYYY

Name

Title

Organization

Address 1

City, State Zip

Dear Name:

Paragraph 1: Engage me with a story. Tell me how you became interested in the field, industry or the position. This is a good area to incorporate the research you have done about the organization. The employer will only spend about 20-30 seconds reading your cover letter – if you have a name to drop, do it here. This may also be a place to name drop someone you know who referred you to the organization or works at the organization. In some cases this is the place to address things like—how the position and your academics are related, even though they don’t seem to be, or why they should consider you if you are under/over qualified for the position.

Paragraph 2: This is where you show them, not tell them how you are qualified. Give specific examples to back up the qualifications. Perhaps you explain how the classes you have taken prepared you for a position in their organization. You may then want to include information about the experiences you have had in internships and other job opportunities. Do not repeat information directly from your resume but highlight one or two specific examples that are the best representation of your assets for each organization.

Paragraph 3: Wrap up and express your interest. Refer the reader to the enclosed resume and indicate your follow-up intentions. Take responsibility to follow-up. This shows initiative, perseverance, and follow-through. Don’t forget to thank the potential employer for his/her time, consideration, and attention*.[ I would welcome the opportunity to talk with you about my qualifications for the (position) I appreciate your time and consideration.]* Include a summarizing concluding statement [ *I am confident that my education, work experience, and enthusiasm make me an ideal candidate/will be of value to (organization).*] Make sure to center everything from the “date” to “Enclosure” vertically on the page. Do not leave a bunch of white space at the bottom. It is okay to have a short and sweet cover letter!

Sincerely,

*[sign your name here – with a real pen!]*

Type Your Name

**Joe Smith**

123 West Street, Taylors, SC 29687 | (555) 555-5555 | [joejustice@gmail.com](mailto:joejustice@gmail.com)

December 10, 2022

Mr. Bill White

Turpin and Kelly, Inc.

250 Mulberry Street

New York, NY 10012-4105

Dear Mr. White:

I am completing my degree in Business Administration at Bob Jones University and am interested in the Management Trainee position listed on your website. Turpin and Kelly’s reputation for quality has greatly impressed me.

In the fall, I completed a management internship with Gilson Retail Operations. My responsibilities included weekly meetings with five different departments on and off site. This experience gives me confidence in working well with people, which is an important criterion for success in today’s world.

Throughout my years in college, I have been involved in a number of leadership roles. I am currently serving as Vice President of the University Business Association, which involves coordinating meetings and scheduling special speakers. While completing my degree I have also held elected offices in my literary society and served as team captain of our intramural soccer team. I am excited about the opportunity to use my leadership skills to contribute to the success of Turpin and Kelly, Inc.

Enclosed is my resume for your consideration. I will call you in approximately one week to make sure you have received it. You may contact me by e-mail at jsmith@email.com or by phone at 555-345-9876 at any time. I will be in your area during the week of March 4-8 and would be happy to meet you for an interview at that time. Thank you for your time and consideration of my request. I look forward to talking with you soon.

Sincerely,

Joe Smith

Joe Smith