If you create a header for your resume, use it on your cover letter.

Your Address/Contact Information

Date of Letter

Name of Contact Person

Title Organization

Street Address

City, State Zip

Dear Hiring Professional:

*Search Committee; Human Resource Manager; Recruiter OR Name/Title of specific person, if available*

FIRST PARAGRAPH:

* Opening sentence

*Target the employer’s needs. Indicate position for which you are applying, specific job title or job ID#*

* Indicate how you learned about position
* When appropriate, include who referred you to the company

BODY PARAGRAPH(S):

*Critical content: Make the connection between your skills and the position*

* Include detailed examples of your skills and experiences
* Do not restate what is in your resume
* Outline your strongest qualifications matching the requirements of the position
* Incorporate words from the job description into the cover letter and resume

CLOSING PARAGRAPH:

*Ask for personal contact and interview*

* Push for contact and state you are available for a personal interview at his/her convenience
* Express appreciation for being considered for the position
* Make follow-up easy: list phone number(s) and when you can be contacted
* Even though this is in your resume, restate phone number and email again

Sincerely,

(Sign your name)

Your name typed

Enclosures: Resume, Reference

*List all that you include*

 studentaffairs.psu.edu/career/