CONTENTS OF A COVER LETTER

Your Name  
Your Street Address  
City, State, Zip Code  
Phone Number  
Email Address (Optional)

Name of Person & Title  
Company/Organization  
Street Address  
City, State, Zip Code

Dear Mr./Ms.____________:

INTRODUCTION: State the reason for writing. Name the specific position, or type of work for which you are applying. (Mention the resource used in finding out about the opening/company: Career Services, news media, friend, and faculty, if appropriate).

BODY: Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume, application, and/or portfolio.

CLOSING: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at this person’s convenience. (If you will be in their geographic vicinity on a certain day, stress the importance of setting up an interview on that day).

Sincerely,

(Be sure to sign)

Your Name  

Enclosure

OPTIONAL STATEMENTS

- Refer to mutual acquaintance
- Ask for additional information, if appropriate
November 5, 2012

Mr. Larry Jackson
Regional Personal Manager
Metro Pharmaceuticals
502 Fountain Drive
Dallas, TX  75050

Dear Mr. Jackson:

Your company has come to my attention through the Regis University Career Services. I am a student at Regis University majoring in sociology and will graduate this May. I am very interested in the pharmaceutical positions described in your company’s written material given to Career Services.

As an emergency medical technician who has spent many hours working with physicians and other health care professionals, I can appreciate the value of reliable, effective medicines and pharmaceuticals. Coming from a medical family (my father is a doctor, my mother a nurse) I realize the heavy reliance of physicians and other health care professionals for the latest advances in medical research. As a social science major with my strong background in the physical sciences, I am able to understand the fundamental principles behind research. My major has also helped me to develop interpersonal skills that would be useful in representing your company to customers. The research I have done with the Colorado Department of Health and interview skills acquired through the development of my sociology major make me well suited for understanding a difficult problem and being able to suggest innovative alternatives and solutions.

I welcome the opportunity to discuss my qualifications with you in person. I hope you will find the enclosed resume useful in illustrating my experience and interest. I look forward to hearing from you.

Sincerely,

Susan Gutierrez

Enclosure

Sample Cover Letter – Name, contact information, and certain other information are fictional
DONNA M. LAKE, RLA
8642 Knight Street
Denver, CO 80000
303.666.9999 • donnamlake@email.com

November 10, 2012

Michael Brush
Practical Landscape Design
5555 Mountain Street
Denver, CO 81111

Re: Landscape Architect Position

Dear Mr. Brush:

My interest in designing landscapes that are not only aesthetically pleasing but also environmentally sustainable is my reason for contacting Practical Landscape Design. My friend, Dan Taylor, City Arborist for the city of Pinewood Village, recently worked with Don Porter of your firm. Dan’s praise of your firm and its focus on environmentally appropriate design gave me hope of finding a place where my ten years of landscape architecture experience could be utilized.

I left landscape architecture five years ago because, although I was successful, I found myself designing too many landscapes that were not sensitive to the dry environment we live in. I felt I was becoming “part of the problem, not part of the solution.” This was in conflict with my education from the University of Pennsylvania, home of Ian McCarg, and my passion for nurturing and working with the environment. At the time, however, I did not know of any firms in the Denver area that were doing environmental design. I was excited when Dan suggested I look into Practical Landscape Design.

During my ten years as a landscape architect, I’ve designed at all levels, from planning an international mixed-use resort community in Italy to high-end residential design in the Denver metro area, and became knowledgeable of plant materials appropriate to both coasts and Colorado. I believe my skills, experience, and commitment to environmental design would make me a valuable addition to the staff at Practical Landscape Design.

I would appreciate having the opportunity to discuss with you at a personal interview how my background and experience may fit your needs in designing landscapes that benefit the client and the environment. Enclosed is a copy of my resume, which gives a more detailed account of my background and experience. I will contact you within the next ten days to see if we might arrange a meeting.

Sincerely,

Donna M. Lake

Enclosure

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