



COVER LETTER WORKSHEET

A cover letter accompanies your resume and/or application for employment. It is a way of introducing yourself to the employer and an opportunity to “highlight” some of your resume information. A cover letter does not have to be long, but should include certain information and use correct formatting. Following is a formatting guide (assuming that you are using a computer) and ideas to incorporate into your letter:

STRIKE THE ENTER KEY 4 TIMES

November 13, 2001

STRIKE THE ENTER KEY 4 TIMES

Mr. John Doe
Hewlett Packard Company ← Company address here
1000 NE Circle Blvd
Corvallis, OR 97330

STRIKE THE ENTER KEY 2 TIMES

Mr. John Doe
STRIKE THE ENDER KEY 2 TIMES

Body (message) of the letter:

SINGLE SPACED

DOUBLE SPACING BETWEEN PARAGRAPHS

DO NOT INDENT PARAGRAPHS

Paragraph 1 State your reasons for writing and identify the position you are seeking; refer to your enclosed resume.

Paragraph 2 Briefly summarize your qualifications for the job, describing the relevant training or experience that you have had; this is you change to tell them a *little* something about yourself.

Paragraph 3 Express your interest in obtaining this job and your interest in the company; state when you would be available to being working.

Paragraph 4 Ask for the next step in the application process; state specifically how and when you will follow through on you application; state that you look forward to hearing from them and tell them how to reach you.

STRIKE THE ENTER KEY 2 TIMES AFTER THE LAST LINE OF THE BODY

Sincerely,

STRIKE THE ENTER KEY 4 TIMES

Sally Smith
4444 NW Highland Drive ← Your address here
Corvallis, OR 97330
(541) 555-5555