

# Sample Cover Letter Format

- Always enclose a cover letter when you mail or e-mail a résumé.
- Cover letters should be individually typed and signed.
- Cover letters should be brief, one page, and follow the general guidelines given below.
- Leave a 1" margin on all sides; make top and bottom margins equal.

Your Street Address  
City, State Zip Code  
Date of Letter

Contact's Name  
Title  
Company Name  
Address  
City, State Zip Code

Address your letter to a specific person. Employers tend to be complimented when you know their names and titles. Consequently, it is worthwhile to make an effort to find out, if you cannot find out the contact's name, address to the "title" of the contact.

Dear Mr. Alexander:

Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter, the specific position or type of work for which you are applying, and how you learned of the opening. Give information to show your specific interest in this company.

Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about the kind of job you want. Mention why you are interested in the position, the organization, its products or its services. Above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Don't make the reader try to guess what you would be interested in.

Refer the reader to your general qualifications on your enclosed résumé. Use as much space as you need to tell your story, but keep it brief and to the point.

In your closing paragraph you ask for action. Indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise employers of your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. A positive request is harder to ignore than a vague hope.

Sincerely,

Sign your name here

Your Name

Enclosure

# Sample Cover Letter

Rocky Berry Hall  
San Marcos, TX 78666  
October 15, 20xx

Ms. J.B. Price  
Labor Relations Manager  
Golden Enterprises, Inc.  
185 Broad Street  
Chicago, IL 60600

Dear Ms. Price:

Mr. Curt Schafer, Director of Career Services at Texas State, recently suggested that I write you concerning your opening and my interest in a labor relations assistant position. With a BBA in personnel management and courses in labor economics, collective bargaining and labor law, I am confident that I could make a positive contribution to your organization.

The last two summers, I worked as a general laborer on a production line, once in a unionized shop and once in an unorganized plant. My ability to appreciate several points of view on labor problems should prove to be a major asset in my future career performance. Before I left my last summer job, my supervisor had recommended that I be hired as a first-line foreman after graduation. Although I am enthusiastic about the foreman's position, I think my energies and resourcefulness might be better suited to tactfully handling union-management problems as a third party in the grievance steps. This assignment has been a four-year goal for me in college. My enclosed résumé better highlights my education and experience. My leadership roles in campus politics should strengthen and support my abilities to serve as a labor relations assistant. I am eager to speak with you to show you why I am a strong candidate for the position.

I have friends in Chicago that I could stay with on weekends, so any Friday or Monday would be ideal for an appointment. In three days I will call you to see if your schedule might be open. I look forward to getting together with you soon. Please call me for additional information.

Sincerely,

*James J. Assertive*  
James J. Assertive

Enclosure

## Sample Thank-You Letter

13 Post Road #456  
San Marcos, TX 78666  
Month, Date, Year

Mr. Jules Spinner, Director  
Technical Design Group  
Gulf Coast Engineering Systems, Inc.  
1220 Warwick Avenue  
Houston, TX 74211

Dear Mr. Spinner:

Thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for GCES were strengthened as a result of the interview. I think my education and cooperative education experience fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please contact me at 512.333.4444 or ll\_engineer@yahoo.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

*Ivan Interviewee*  
Ivan Interviewee

Express your sincere appreciation and re-emphasize your strongest qualifications in paragraph 1. Draw attention to the good match between your qualifications and the job requirements in paragraph 2.

Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given in paragraph 3.

(Sample letters excerpted from NACE's Job Choices 2004)

## Sample Acceptance Letter

507 Shore Drive  
San Marcos, TX 78666  
Month, Date, Year

Ms. Jane Krebs, Division Manager  
Data International Corporation  
1212 Corporation Lane  
Houston, TX 74333

Dear Ms. Krebs:

I am writing to confirm my acceptance of your employment offer of November 12 and to tell you how delighted I am to be joining Data International in Houston. The work is exactly what I have prepared to perform and hoped to do. I am confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8 a.m. on January 2 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on January 3.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

*Carol Coed*  
Carol Coed

Confirm logistics in paragraph 2 and express your appreciation for the opportunity in paragraph 3.

Confirm, accept and reaffirm your employment decision in paragraph 1.

(Sample letters excerpted from NACE's Job Choices 2004)

## Sample Withdrawal Letter

8123 West Avenue #788  
San Marcos, TX 78666  
November 2, 20xx

Ms. Melissa Bliss, Executive Director  
The Virginia School of Performing Arts  
8989 Princess Anne Road  
Virginia Beach, VA 23465

Dear Ms. Bliss:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government agency and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Best Wishes,

*Jane Job Seeker*  
Jane Job Seeker

State your decision, and provide and explanation in paragraph 1.

Express appreciation for the employer's consideration and courtesy in paragraph 2.

(Sample letters excerpted from NACE's "Planning Job Choices 2003")

## Sample Rejection Letter

1234 Pine Alley  
San Marcos, TX 78666  
November 2, 20xx

Mr. George Duvall, Manager  
Sales and Marketing Division  
Colonial Properties, Ltd.  
1700 Colonial Parkway  
Dallas, TX 77777

Dear Mr. Duvall:

Thank you very much for offering me the position of commercial leasing agent with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Regards,

*Joe Student*  
Joe Student

In rejecting an offer, you should demonstrate your professionalism by acknowledging the job offer in paragraph 1.

Paragraph 2 should show thoughtful consideration. In paragraph 3, express appreciation.

(Sample letters excerpted from NACE's "Planning Job Choices 2003")