

SAMPLE COVER LETTER TEMPLATE: MIDDLESEX COUNTY COLLEGE CAREER SERVICES

Content varies according to the job description. Please use this template as a guide.

FULL NAME

Street Address

City, State, Zip Code

(TIP: Use the same heading you use on your resume for a consistent look)

Date **(Space Down Four Spaces)**

Contact Name

Title (if known)

Street Address

City, State, Zip Code

Dear Contact Name:

OPENING PARAGRAPH: Clearly state why you are writing, name the position or the type of work for which you are applying, and mention how you heard of the opening.

MIDDLE PARAGRAPH: Explain why you are interested in employment with this employer, and/or indicate your reasons for desiring this type of work. The middle paragraph draws attention to your resume and highlights specific skills relevant to the potential employer. Cite achievements and qualifications related to the position desired. If you have qualifications that are not noted on your resume, this is your opportunity to discuss them. **DO NOT DUPLICATE RESUME INFORMATION IN THE COVER LETTER**, rather "highlight" and add to the important points as to how you can make a significant contribution to this new employer.

CLOSING PARAGRAPH: The closing paragraph states what you will do next (such as calling to arrange an interview at the employer's convenience) or what you would like the recipient of the letter to do next. Include your contact information (email and phone number).

Sincerely,

(E-Signature here)

Your name typed