

SAMPLE COVER LETTER

(Do not type your name here)

Your Address
City, State Zip

Date

(The number of spaces between here and the inside address can vary from 4 spaces for a long letter, to 6-10 for a shorter letter).

Ms., Mr., Dr.
Company/Organization
Department (if known)
Street Address
City, State Zip

Dear (Ms., Mr., Dr., etc.):

OPENING PARAGRAPH 1: State why you are writing. Identify yourself as a student at California State University, Chico junior/senior, majoring in xxx. State where you heard about the position (friend, newspaper ad, etc.).

PARAGRAPH 2: Why are you interested in this employer? If they are a well-known prestigious institution, don't elaborate too much – no need to state the obvious.

PARAGRAPH 3: Why should the employer hire you? Make this paragraph personal. Let them see who you are; don't be afraid to be an individual. How do you stand out from other classmates? Always provide an example to support you statements.

PARAGRAPH 4: Create an additional paragraph if #3 becomes too long (more than 4-5 sentences). If not, then use #4 as your closing paragraph.

CLOSING PARAGRAPH: State what you want to result from your letter. Say you are looking forward to meeting to discuss your qualifications further. Always close with a thank-you for his/her time, interest or consideration.

Sincerely,

(4 spaces for signature)

Your Name (typed)

Attachments: Resume, Reference page, or other documents requested by employer.