

EFFECTIVE COVER LETTERS	
Letterhead	DAVID A. STEVENS ADDRESS CITY, STATE ZIP+4 PHONE EMAIL
Inside Address	Date Ms. Person's Name Business Title Address City, State Zip+4
Salutation	Dear Ms. Person:
Purpose	Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and if possible, how you heard of the opening, and a reference.
Education	Education Paragraph: Explain your qualifications for the position by emphasizing your educational background. Stress what you have learned in your courses rather than merely list their titles.
Employment	Employment Paragraph: Explain your qualifications for the position by emphasizing your work experience. Although your work experience is probably limited, concentrate on your work qualities rather than positions.
Leadership	Leadership Paragraph: Refer to leadership, personal qualifications, or awards that help distinguish you from others or that reveal a more rounded personality.
Call to Action	Closing Paragraph: Refer the reader to the attached data sheet which give a summary of your qualifications and references. Have an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestions to facilitate and immediate and favorable reply.
Signature	Sincerely, David A. Stevens enc: (2)

Checklist

- Does the letter respond to the needs of its audience?
- Is the letter honest?
- Does the letter look professional?
- Does the letter include a formal letterhead?
- Does the letter have a date?
- Does the letter have an accurate inside address?
- Does the letter include the name of an actual person in the salutation?
- Does the introductory paragraph identify your source of information about a specific position you are applying for, state that you wish to be considered, forecast the rest of the letter, and include a reference?
- Does the **education** paragraph respond to your reader's needs with a unified idea and supported examples of completed projects and applied course objectives?
- Does the **employment** paragraph respond to your reader's needs with a unified idea and supported examples of completed projects and accomplishments?
- Does the **leadership** paragraph respond to your reader's needs with a unified idea and supported examples of completed projects and accomplishments?
- Does the concluding paragraph include a reference to your resume, a request for an interview, our phone number, and your email address?
- Does the letter include a signed signature?
- Does the letter include an enclosure notation?