

# Cover Letter Sample

*\*Use the same letterhead on your cover letter, resume, and reference page*

## Roary Lion

3950 East Newman Road  
Joplin, MO 64801

417-625-9343  
RoaryLion@mymail.mssu.edu

1" Margin

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February 17, 2016 ← 1 line

Mr./Ms./Dr. First Name Last Name  
Title/Individual's Position at Company  
Employer/Company Name  
Street Address  
City, ST Zip ← 1 line

Dear Mr./Ms./Dr. Last Name OR Hiring Committee: ← 1 line

1 line

First paragraph: Be compelling and tell the employer why you are writing. Name the specific position you are applying for and why you are interested in that job or working for that company. If someone referred you to the employer, this is the best place to drop that person's name. Be concise and limit this paragraph to 3-4 sentences.

1" Margin

1 line

Second paragraph: Explain what you have to offer and why you want to be a part of the organization. Highlight specific skills relevant to the job and employer. Use the job description to determine what is important to the employer and to show how you are qualified for the job. Demonstrate your knowledge of the employer and why you should be considered for the position. Expand on information found in your resume and address anything that the employer may have questions about. Do not simply copy your resume; help the employer draw connections from your experience to their opening. If the job description includes information such as willingness to relocate, include that in this paragraph. You can have up to two content paragraphs.

1 line

Last paragraph: Summarize your interest in the position and invite the employer to view your resume or contact you for more information. Requesting an interview or some form of contact is appropriate and very important. Keep your closing upbeat and positive and thank the employer for his/her time and consideration. Tell the employer how you can be reached to schedule an interview by including your phone number and email.

Sincerely, ← 4 lines

Your name signed in cursive (a digital signature for submitting online, if possible or required)  
Your name typed

**This document serves as a reference and format guide.**  
**It is important to change the content to make your cover letter unique to you.**  
*\*When applying for a position by e-mail or online, be sure to submit all documents as pdf files.*