

# Cover Letters

## How does one get started?

### Three items needed in a cover letter

1. Introduction
2. Sell your skills, knowledge and abilities
3. What will you do to follow up

### What to include in an introduction paragraph

1. Tell why you are writing
2. Name the position for which you are applying
3. How you heard/learned about the position or the organization
  - Newspaper
  - Website
  - Posted in your department

### Your skills, knowledge, and abilities

Call attention to elements of your:

1. Education
2. Leadership
3. Experience related to the position you are seeking

*Note: Be as specific as possible about your experience. Refer to your resume and/or application which would provide a summary of your qualifications, training, and experience*

### Follow up

Some things you might want to include is your closing and following up:

1. Indicate a desire to discuss your skills and qualification further
2. Provide your phone number(s) and your availability
3. Offer assistance in answering any questions the department may have

*Note: If your cover letter is in regards to a job inquiry you may want to state something like: "I will contact you within the next week to confirm that you received my resume and to answer any questions you might have."*

### Closing

Close with the following salutations:

- Sincerely
- Respectfully



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# Cover Letter Format

*Your Address (include City, State Zip):*

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*Date:*

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*Name of Person or Human Resources  
Company Name and Address (include City, State Zip):*

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Dear \_\_\_\_\_ *(Persons Name, To Whom It May Concern):*

*The first paragraph should discuss what position you are applying for, how you heard about it, and why you are interested in this position. If you have a personal contact at the company, include their name with their permission; if not, review the company's website and include something unique about them in the paragraph – this may impress the employer and show them that your level of interest is high and that you have done your research:*

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*The second paragraph explains how your experience, skills, and/or education fit the position. Be sure not to repeat your resume here. Instead look at the job posting to find one of the job's qualifications, then state it in the paragraph and describe how you meet it:*

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*The third paragraph wraps up the cover letter. Includes your plans for follow-up, and thank you for the consideration. Also provide the contact information, such as your home/cell phone number and/or email address:*

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Sincerely (another alternative closing is Respectfully),

Your first and last name:

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If you would like your cover letter reviewed by one of our Career Services Advisors, please call the front desk at 480-461-7592 to set up an appointment.