

Include the **date of writing**. Do not use abbreviations or shorten date formats e.g. 1/21/XX.

The **inside address** includes the prefix and full name of the recipient, job title, name of organization, and mailing address.

The **salutation** begins To Mr., Ms., or Dr. followed by the recipient's last name and a colon.

If you are unable to identify the name of the individual to whom your application materials should be sent, address the letter to "Dear Hiring Manager" or in the case of graduate school "Dear Selection Committee."

**Close** your letter with "Sincerely" followed by a comma.

Leave 4 blank lines for your signature.

Type your name and full contact information.

Type the word *Enclosure* or *Enclosures* to indicate that you have enclosed a resume and/or other documents.

January 20, 20xx

*(4 blank lines)*

Ms. Laura Mellner  
Executive Director  
Northeast Youth Programs  
01010 Norway Drive  
Philadelphia, PA 19114

*(1 blank line)*

To Ms. Mellner:

*(1 blank line)*

As a senior creative writing major graduating this May from East Stroudsburg University, I was excited to find your Marketing, PR and Community Outreach Specialist posting on Handshake. I am familiar with Northeast Youth Programs and the extraordinary service you provide to youth and families in Delaware County.

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You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the director to plan, market, and execute the agency's largest fundraiser of the year: a benefit dance which raised over \$30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability to work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority's Community Outreach Chair where I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project netting over \$5,000 for a charity; the experience of creating both on-line and in-print campaigns further strengthened my public relation skills.

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I am very excited about the possibility of working at Northeast Youth Programs. I would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

*(1 blank line)*

Sincerely,

*(4 blank lines for signature)*

Anita Jobb  
123 Main Street  
Philadelphia, PA 19104  
570.123.1234  
ajobb\*\*\*@live.esu.edu

*(2 blank lines)*

Enclosure

## Cover Letter Sample

**BEFORE YOU START** writing, review the internship/job posting to determine the needs and requirements of the position or program for which you are applying. In your letter, make every effort to show the connections between your qualifications and their requirements/needs.

Set your margins to at least 1".

Use "Line Spacing Options" menu to set line spacing to single. Ensure that spacing before and after paragraphs is set to zero.

Single space the body text. Double space between paragraphs.

Left justify the entire letter.

Do not indent paragraphs.

Use same font style and size as your resume.

In the **opening paragraph**, catch the reader's attention with a strong first sentence. Be sure to include:

- The position or program for which you are applying.
- How you heard about the position.
- Why are you interested in this position, program, or organization?

In the **second paragraph** (and possibly the third), explain:

- How your skills, knowledge, and/or experience relate to the position requirements or qualifications.
- What you can contribute to the organization and how you can help it meet its goals or support its mission.

Do not just re-list what is on your resume, be sure to express what you gained from the experiences.

In the **closing paragraph**, reiterate your interest in the position or program.

- Make a request for an interview.
- Thank the reader for his/her consideration.