

Cover Letter Assignment

Your assignment is to write a cover letter.

Follow the guidelines below to create a successful letter.

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| 1 | Use block format for a professional look. This means everything is lined up on the left side of the page. Use a 2" top margin or center the document vertically. |
| 2 | Type your address. |
| 3 | Directly below the city and state, type or insert the current date. |
| 4 | Quadruple space, QS (press enter 4 times) and type the person's name, company name, and address. (Make sure you have the correct name) The correct name and spelling of his or her title is very important. |
| 5 | Double space, DS (press enter 2 times) and type the salutation. Dear Mr., Ms., Dr. etc. and their last name (<i>no first name</i>). Dear Ms. Nielsen: Dear Dr. Jones: |
| 6 | Double space and begin the letter. Start the letter by simply stating in the first paragraph why you are writing and how you heard about a position. A strong opening sentence sets the tone of your letter. Example: I am writing to submit my application for an Internship in your Accounting Department. |
| 7 | Double space between each paragraph. In the body of the letter, outline your most relevant experience and points the employer needs to know about you. Try to connect these qualities to the job's requirements. <ul style="list-style-type: none">✓ Write the way you speak. Write to inform, not to impress.✓ Incorporate information that reflects your knowledge of the company. |
| 8 | In the closing paragraph state that you would like to set up an interview. Do not use specific dates or times. Example: I would like to set up an interview at your convenience. I will call your office early next week to arrange for an interview time. If you would like to call me before then, you may reach me at 566-7788. |
| 9 | Double space and close with "Sincerely," |
| 10 | Quadruple space and type your name. Sign your name in the space between Sincerely and your typed name. Remember to use black ink. If you are including a resume, double space and type Enclosure. |
| 11 | Proofread the letter for typing, grammar and spelling errors. Have someone else, such as a friend, parent, or teacher proofread and review your letter. |
| 12 | Use a nice quality bond paper. It shows a little more thought and concern about style and presentation. |