

COVER LETTER FORMAT

www.citadel.edu/career_services/CoverLetterSamples.htm

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Same Contact Header from Your Resume

Contact's Name
Title
Company Name
Mailing Address
City, State, Zip Code

Dear _____:

First Paragraph. Answer the questions of: Who are you and Why are you writing? Concisely state who you are and the reason for writing. Include the specific position or type of work for which you are applying, the name of the company, and how you learned of the opening (The Citadel Career Center, The Gate, company web page, a professor, a friend).

Second and Third Paragraphs. Answer the question of: What can I Do for X Organization? In the second paragraph, indicate why you are interested in the position, the company, its products or services. Most importantly, indicate what you can do for the employer vs. what the employer can do for you. Explain how your academic background and/or your practical work experience make you a qualified candidate. Provide specifics such as training, skills and unique experiences you have had and how they will be of benefit to the employer. Refer to your enclosed resume and/or completed application form. Use a third paragraph if this section is lengthy and would benefit from being divided.

Closing Paragraph. Answer the question of: What will I do next? In the closing paragraph, indicate your desire for a personal interview. Repeat your phone number in the letter and offer any assistance to help in a speedy response. For example, state you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, state you will call on a certain date to follow up on receipt of your application. Or, acknowledge your awareness of their upcoming recruiting visit through The Citadel Career Center (check the web first for career fair and on-campus interview participants) and indicate your plan to participate as indicated. Or ask if the company desires additional information from you.

Sincerely,

Your signature.

Type your name.

Enclosure(s) (Refers to the resume, application, etc. that are enclosed).