

SAMPLE COVER LETTER

Writing Center
Weber State University

July 11, 2005

Christopher Van Ausdal
1765 South 1300 East
Salt Lake City, UT 84105

Kirsten Sawyer
Manager of Human Resources
Large Corporation, Inc.
1107 Industry Ave.
Ogden, UT 84408

Dear Kirsten Sawyer:

In this first paragraph, tell the prospective employer what job you are applying for and how you heard about the position. Briefly describe why you are particularly interested in the position.

Use this second paragraph to describe your understanding of the job's qualifications and to say how you fulfill those requirements. Say why you are a good fit for the position. Refer briefly to specific points on your resume that are most relevant to the position, pointing out how your experience uniquely qualifies you for the job.

In this brief paragraph, point out that your background and goals fit well with the job requirements and express your confidence about performing well in this position.

Let the employer know what you will do next, such as call to ask for an interview appointment. Tell the employer the best way to contact you, expressing a positive attitude about future conversations.

Sincerely,

Christopher Van Ausdal

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