**Writing a Cover Letter: Example**

Use the same header that you use on your resume.

**George Washington**

650 Illinois Ave

Tuscaloosa, AL 35401

GWashington@bama.ua.edu

205.555.1234

If you do not have a contact name, replace with “**Human Resource Department**”.

September 21, 2013

Name of Contact

Job Title of Contact

Name of Organization

Street Address

If you do not have a contact name, replace with Dear “**Hiring Manager**”.

City, State Zip Code

Dear Name of Contact:

**(1st Paragraph)** State the **reason for the letter** including the **name of the position** you are applying for and indicate from **what resource you learned of the open position** (Handshake, Employer Site, Job Board, Newspaper, Personal Contact, etc.). Quickly state **why/how you are qualified** for this position (Education, Previous Experience).

**(2nd Paragraph)** Indicate **why you are interested** in the position, the company, its products or services and what you can do for the employer. **Highlight specific experience** (including projects) as they directly relate to your interest in the company (mentioned in the previous sentence). From the experience you mention, clearly **state how those skills would be a good fit with this job** (do no mention everything already listed on your resume, just the highlights as it is relevant to this prospective position).

Paragraph 2 and 3:

Demonstrate how your skills and experience will be appropriate for the position by including 1-2 specific accomplishments that are relevant to the position.

**(3rd Paragraph –Optional)** Use a third paragraph to highlight an **additional experience/project** that directly relates to the prospective position. You could also use this paragraph to highlight other skills that are not directly related to an experience on your resume (e.g. initiative, hard worker, organized, etc.).

**(4th Paragraph)** Finish by indicating your willingness to answer any questions they may have. Provide your email and phone number. State how and when you intend to follow up, only if you really will contact them. Thank the reader for their consideration.

Only sign your name if you are mailing your letter.

If you are attaching your letter to an email, application system, etc. do not sign it.

Sincerely,

Your Name (Typed)

**George Washington**

650 Illinois Ave

Tuscaloosa, AL 35401

GWashington@bama.ua.edu

205.555.1234

September 21, 2013

Mr. Henry Harper

Human Resource Manager

Sunrise Healthcare

P.O. Box 1011

Tampa, FL 55555

Dear Mr. Harper:

I am writing to express my interest in the position of marketing coordinator with Sunrise Healthcare posted in The University of Alabama job database, Handshake. As a marketing major with experience in health education and promotion, I believe I have the qualifications to contribute significantly to your mission.

The programs you are developing for home health care patients are of great interest to me and I would like to contribute my skills in assessment and strategic planning to the growth of these efforts. In my current position with the Office of Health and Wellness at The University of Alabama, I assist with scheduling educational programs including identifying speakers and coordinating schedules and transportation. Handling these responsibilities successfully while being a full-time college student requires careful attention to detail and the ability to manage time and priorities while also being flexible. I work well with people from diverse backgrounds and communities, and establish positive relationships with key partners.

I believe that the experiences and examples of initiative highlighted on my resume show my commitment to improving health education. With skills that match those you require, I am confident that I can offer immediate assistance with your programs and marketing operations. My enclosed resume provides details on my accomplishments and qualifications.

I will contact you next week to discuss the possibility of meeting. In the meantime, I can be reached at 205-348-5848 or by email at [GWashington@bama.ua.edu](mailto:GWashington@bama.ua.edu). Thank you for your time and consideration.

Sincerely,

George Washington