

how **2** sample:

Cover Letter Format

PAT A. SMYTHE

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Your heading should be the same as on your resume and cover letter.

January 22, 20XX

Make sure you include the date for which you submit the application/email

Mr. Peter Jones
General Manager
Neapolitan Marine Inc.
1000 Commerce Lane
Naples, FL 33979

Do your research! Find out who will be reading your cover letter and then address them by full name and position title.

Dear Mr. Jones:

Intro Paragraph – Tell Mr. Jones why you are writing

State which position you are applying to and how you heard about it. Use an enthused tone– why is the position exciting to you and why are you the right fit over other candidates? Consider using openers that will engage the reader to pay attention.

Tips for the intro paragraph:

- In today's economy, a lot of people have the right skills; *employers want people who genuinely want the job*
- Be authentic, don't go overboard with flattery
- If you have a personal connection with the company or someone who works there, mention it in this paragraph.

Second Paragraph – Your strategic “sales pitch”

What makes you the best candidate for the position? Employers are looking for evidence that proves you possess the desired qualifications. This evidence comes in the form of your education, experience, skills and personality. Therefore, your cover letter should contain specific examples that you have what they are looking for.

Follow these steps to help you form strategic cover letter examples:

Step 1: Refer to the job posting and list the desired qualifications.

Step 2: Think back to your experiences – school work, internships, volunteer service, campus involvement – and record specific examples of times you demonstrated these desired qualifications.

Optional Third Paragraph – Why do you want to work for this employer?

45% of employers want to know why you want to work for them.

Emphasize your knowledge of the company, your familiarity with the industry, and how this position fits into your career plan. Based on your research, show the employer that you know what the company does and the challenges it faces. Make sure to thank the reader for their time and consideration. Indicate the phone number and email where you can best be reached. If you are applying to a position out of the area, indicate when you are planning to relocate to that area, or when you may be taking a trip to the area and would be available

Sincerely,

Pat A. Smythe

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Make sure you sign your name or use a cursive font if you do not have a scanner.