



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

Campus Life Building · Room 220 · DeKalb, Illinois 60115 · (815) 753-1641
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The Cover Letter

Your Name
Street Address
City, State Zip Code
Phone Number
E-Mail Address

Today's Date

(Mr./ Mrs./ Ms./ Dr.) First & Last Name, Job Title
Department
Company
Street Address
City, State ZIP

Dear (Mr./ Mrs./ Ms./ Dr.) First & Last Name:

Your opening paragraph should arouse the reader's interest. Tell why you are writing the letter. State that you are applying for a specific position and indicate how you found out about the job. Explain why you are specifically interested in employment with this company.

Your middle paragraph(s) should address the employer's hiring needs. Target the information to the job requirements and/or research the employer to identify what those needs may be. Give detailed information about your relevant qualifications and how they match the job requirements, and show the reader why s/he should consider you as a prospective employee. Be as specific as possible about what you can do; don't make the reader try to guess. After reading this letter, there shouldn't be any doubt in the reader's mind as to why you think you are qualified.

In your closing paragraph, refer the reader to your enclosed resume and thank the reader for taking time to review your materials. Mention your interest in an interview. You may also state that you will follow-up in writing or by phone after a specific date.

Sincerely,
Your Name

Enclosure: Resume (*this is traditionally written when a paper copy of your cover letter and resume are being mailed; it may be left off when the documents are being e-mailed or uploaded to an online application.*)