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## *The Cover Letter*

### **Your Name**

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

Today's Date

Mr. Paul Alexander, Director  
Human Resources  
Allen Manufacturing Company  
185 Broad Street  
Stamford, CT 06901

Dear Mr. Alexander:

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 interested in employment with this company.

Your middle paragraphs 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. Mention your interest in an interview. You should follow-up in writing or by phone.

Sincerely,

Your Name

Enclosure