

LETTERS OF APPLICATION (COVER LETTERS)

In the case of the letter of application, the information highlighted is:

- 1) To what you are applying,
- 2) How you are qualified,
- 3) What you offer the company,
- 4) What the company offers you,
- 5) Finally, a polite hint of your availability for an interview.

Parts:

Header (typically has your address or company address with a logo, sometimes a picture/image)

Date Line (oftentimes, not always)

Addressee/Inside Address where the letter is going (Where the information is going)

Salutation/Dear-Line (Whom It May Concern:)

Introductory Block

- Identify the position you are interested in/applying for
- Identify your source of information (where did you receive the job announcement). Most human resource offices require this information, while others like it. (Mental note: you have to get through human resources before the application actually makes it through to the employer who picks who gets in and who does not)
- Indicate that you have the qualifications for the position and that you will name them in the letter next/forecast the rest of the letter.

Education Block

- Provide your educational information (where you went to school), and discuss how your education applies to the needs of the position or the qualifications required of the description.
- You might discuss how your coursework has prepared you for the work you will do in the position.

Experience Block

- Provide your experience (where you have experiences relevant to the position with which you are applying). Again, discuss how your experience applies to the needs of the position or the qualifications required of the description.
- You might include a discussion of your professional experience.
- You might include a discussion of your volunteer experience.

Personal Traits Block

- Provide a listing of your personal traits or traits amicable to the position applied for (tell us how you are a great person, trustworthy, dependable. Additionally, tell us you are a self-starter, a good leader, etc.)

Thank You for Considering Me/Give Me an Interview Block

- Provide a "thank you" to the person for considering you.
- Provide a comment about the best way to reach you: by email or by phone.
- Discuss your availability for an interview

Complimentary Close (Sincerely Yours)

Signature Line (You sign your name here)

Name Line (You type your name)

Enclosure Line (You indicate if you have a page attached here)

- You might need to type "Enclosure (1)"