

# Quick Reference Guide: Cover Letters

## Name

Address Line

Phone Number (Only indicate "Cell" if you list multiple numbers)

Email Address (professional)

LinkedIn Address (optional)

----- (1 line space) -----

Today's Date

----- (2 line spaces) -----

Name

Title

Name of the Organization

Mailing Address of the Organization

City, State abbreviation and Zip code (*Place two spaces between the state abbr. & zip code.*)

----- (1 line space) -----

Dear Dr., Mr., or Ms.:

----- (1 line space) -----

First Paragraph (*Do not write "First Paragraph" and do not use bullets within this section of your letter.*)

- Specify what position you are applying for and how you heard about it.
- State your degree and institution and when you will receive/received it.
- Briefly state your basic reasons for applying for the position.

Second Paragraph

- Highlight your qualifications for this position – keep in mind what the employer has stated s/he is looking for – past work experiences, internships, academic path, and/or personality traits. Try to elaborate on at least one achievement that you believe makes you a strong applicant.
- More than likely, this will be your longest paragraph. Sell your skills, experience, and education!

Third Paragraph

- Refer the reader to your enclosed resume.
- If there is anything from your resume that you want to highlight, mention it here.
- Indicate specifically why you want to work for the organization. This requires you to do research!

Fourth Paragraph

- Express that you believe you are qualified for the position.
- Express your desire to meet to discuss your qualifications – ask for an interview!
- Give your phone number. If you need to, specify a good time to call.
- State that you will call within one week to ensure your application materials were received.

----- (1 line space) -----

Sincerely,

Sign your name in this space ----- (3 line spaces) -----

Your name typed out

----- (1 line space) -----

Enclosures (*Only needed if enclosing additional documents such as a resume.*)



# Jordan Jobseeker

456 Main Street, Parma, OH 44129

(440)234-1234

[jordan.jobseeker@gmail.com](mailto:jordan.jobseeker@gmail.com)

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January 1, 2025

Dr. Robin Green  
Human Resources Manager  
Umbrella Corporations  
123 Euclid Avenue, Cleveland, OH 44115

Dear Dr. Green:

Please accept the attached resume for the Accounting Clerk position (Job #987) at Umbrella Corporations that I found on College Central Network. While currently pursuing my Associate of Business Administration with a major in Accounting, my previous experience in accounting and the additional educational knowledge I am obtaining will make me an asset to your team.

I have developed a basic understanding of accounting practices and procedures through my course work at Cuyahoga Community College. Additionally, I have demonstrated a high level of customer service while working at my previous position at Subway and my current role at Footlocker.

Through my work and school experiences, I have acquired the necessary skills to be successful. My resume will provide additional details regarding my proficiency in accounting practices such as accounts payable, accounts receivable, financial statement preparation and some tax preparation work. I have a strong work ethic and am motivated to do my best.

I am very interested in an opportunity to meet with you to further discuss my qualifications and employment possibilities with Umbrella Corporations. Given my skills and background, I am confident I would be a good candidate for this opening and would appreciate the opportunity to demonstrate this to you. I can be reached at (440)234-1234 or [jordan.jobseeker@gmail.com](mailto:jordan.jobseeker@gmail.com) at your earliest convenience. I will follow up with you within the week to confirm receipt of my documents and look forward to hearing from you soon.

Sincerely,

Jordan Jobseeker

Enclosure