

	Elements of a Successful Cover Letter	
Format	<ul style="list-style-type: none"> • Uses business format • Clear, concise writing • Correct grammar and spelling 	<p>1257 Michigan Avenue Logan, UT 84321 435-483-5837 rich.anderson@aggiemail.usu.edu March 14, 20xx</p> <p>Mr. John Smith National Schools 257 Park Avenue South New York, NY 12345</p>
Section 1	<ul style="list-style-type: none"> • Identify the position you are applying for • If possible, name any referral/contact • Create interest or solve a problem/need • Link your education and work experience to the job 	<p>SPECIAL EDUCATION TEACHING POSITION</p> <p>Enclosed please find my application materials for a teaching position at National Schools. In May I will complete my B.A. in English from Utah State and will hold New York State Certification in Special and Elementary Education. I had the opportunity to complete student teaching in your district. I truly appreciate the professionalism and caring attitude of the teachers and staff.</p>
Section 2	<ul style="list-style-type: none"> • Identify your strongest qualifications as they relate to the job • Elaborate on applicable work, education or service accomplishments • Use results-oriented success statements (use data or numbers) • Can be paragraph or bullet point format 	<p>During my student teaching, I worked with students at the elementary, middle, and high school levels. This included providing individual, small group, and whole class instruction to students with learning disabilities, emotional disturbances, and multiple disabilities. I value individuality, and strive to meet the needs of each student. To accomplish this, I use a variety of hands-on activities and different teaching strategies to accommodate diverse learning styles. I also recognize the importance of trust, and successfully established relationships with students that resulted in a safe and comfortable, yet challenging, learning environment.</p> <p>In addition, for the last four years I have worked with youth, ages 6-16, in a local summer recreation program. I gained valuable group management skills and developed positive relationships with the youth in this program.</p>
Section 3	<ul style="list-style-type: none"> • Thank the employer • Request an interview • Discuss how and when you will follow-up 	<p>I will contact you next week to schedule an interview to discuss my qualifications as they relate to this position. Thank you for your consideration, and I look forward to talking with you.</p> <p>Sincerely,</p> <p>(Written Signature—omit if e-mailing)</p> <p>Richard Anderson</p> <p>Enclosure</p>

Cover Letter (Sample A)

196 North 1220 South
Logan, UT 84321
(435) 787-xxxx
myemail@usu.edu

March 6, 20xx

Dr. John Jones
Superintendent
Ashwood Middle School
Alton, CO 80230

Dear Dr. Jones:

On June 15, 20xx, I will be relocating to the Denver area. I am currently completing a degree for a Bachelor of Science in Secondary Education from Utah State University with an endorsement in English and will graduate next month. Although I am not aware of any opening in your school district for the upcoming year, I would like to be considered for any potential opening in English that may occur.

Currently, I am completing my student teaching experience at Logan Middle School in Logan, Utah. My assignment has included teaching ninth-grade grammar and composition as well as eighth-grade literature. In addition, I am coaching eighth-grade girls' track. My application for Utah Teacher Certification is pending, and I have begun the application process for Colorado Teacher Certification.

I am prepared for the opportunity to work with the teaching faculty and students located in the Denver area. I will be in Denver on April 15-18 and would like to discuss how my education and experience can benefit your district. I will contact you on March 12 to schedule an appointment. I look forward to speaking with you soon.

Sincerely,

(Omit handwritten signature if emailing)

Mary M. Markham

Enclosure

Cover Letter (Sample B)

GALE HANSEN

(435) 787-xxxx

g.hansen@msn.com

(Eliminate your physical address, if desired)

April 20, 20xx

Joy McNeil
Human Resources Director
Jordan School District
9361 South 300 East
Sandy, UT 84070

Dear Ms. McNeil:

I am very interested in working as a secondary English teacher in Jordan School District. I understand that your district is growing rapidly and that you have some great literacy programs in place. I would like to contribute my skills and experience to your programs.

I will receive an English-teaching bachelor's degree from Utah State University in May and will be licensed to teach at the secondary level. In addition to coursework in literacy, writing, and classroom management, I have substitute taught, tutored, and worked in other literacy programs. I have a strong desire to help students in the Jordan School District to succeed.

I am very interested in discussing my qualifications for an English teaching position with you in more detail. I would appreciate an interview and will contact you next week to schedule an appointment.

Regards,

(Omit handwritten signature if emailing)

Gale Hansen

Enclosure

Sample Resume/Cover Letter Follow-up

4399 Grant Avenue
Logan, UT 84321
(435) 777-7777
myemail@yahoo.com
January 27, 20xx

Mr. Bryan Robinson
Baylee Financial
5687 Commander Circle
Denver, CO 98483

Dear Mr. Robinson

On April 6, 20xx, I applied for the financial analyst position that was posted on *Career AGGIE* at Utah State University. I wanted to confirm that you received my resume and to reiterate my interest in this position. As a reminder, I will graduate this May with my BS degree in finance from the Huntsman School of Business at Utah State University. To this position I can contribute the following:

- Internship experience with Bosch in Germany as a financial analyst supporting merger and acquisition projects;
- Excellent understanding of ration analysis, quantitative modeling, and market share analysis;
- Leadership experience as president of the Finance Club; increased membership by 22%; and
- Initiated the development of a streamlined database to manage high net-worth clients.

I have attached an additional copy of my resume for your review and am excited to discuss my ability to contribute to the dynamic work environment at Baylee Financial. Please contact me at the telephone or email listed above to schedule an interview.

Sincerely

James Gordon

Attachment

Sample Interview Follow-Up (EMAIL VERSION)

Omit return address and date when emailing

Omit inside address when emailing

Dear Dr. Bryan:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for Atlantic Engineering Systems designing hydraulic systems were strengthened as a result of the interview.

My education and internship experiences fit nicely with the job requirements, and I can be immediately effective given my CAD and hands-on mechanical skills. I neglected to mention in the interview my membership in the Society for Women Engineers at Utah State University. As a member of this student organization, I have gained valuable leadership skills and participated in a variety of community service activities.

I want to reiterate my strong interest in the position and in working with your staff. You provide the kind of opportunity I seek, and I would be happy to meet with you again. Please feel free to call me at (435) 480-1245 or e-mail me at jane.hancock@aggiemail.usu.edu if I can provide any additional information. Again, thank you for the interview and your consideration.

Sincerely,

Omit handwritten signature when emailing

Jane Hancock

Remember to Follow-up

Whether you are following up after an interview or developing a relationship with a potential employer, keep the lines of communication open. If you say you are going to follow-up within a specified time frame, be sure to do so.

Thank You Letter – sent as a follow-up to any networking opportunity or interview.

Follow-up Letter – an opportunity to inquire about your previous communications or encounters with a potential employer.