

Elements of a Successful Cover Letter	
Format	<ul style="list-style-type: none"> • Uses business format • Clear, concise writing • Correct grammar and spelling
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
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 • Include results-oriented success statements - use data or numbers • Can be paragraph or bullet point format
Section 3	<ul style="list-style-type: none"> • Thank the employer • Request an interview • Discuss how and when you will follow-up

1257 Michigan Avenue
 Logan, UT 84321 (Omit return address and date if emailing)
 (435) 483-5837
 maria.lopez@aggiemail.usu.edu
 March 14, 20xx

Continental Industries, Inc. (Omit inside address if emailing)
 2900 Rosemont Blvd.
 Rosemont, IL 60018

WEB DEVELOPER POSITION

The web developer position posted on *Career AGGIE* at Utah State University matches my ability to create and implement dynamic web content using a variety of software and design tools. In December 20xx I will complete my BS degree in management information systems with a minor in computer science.

My course work and related experience has refined my skills in Adobe Illustrator, Photoshop, ezPlug, and HTML. My experience as a departmental computer consultant gave me exposure to both PC and Macintosh OSX platforms, while troubleshooting repairs on over 40 work stations. Additionally, my summer internship in computing operations for a major city newspaper enhanced my knowledge of enterprise systems, content management, and e-commerce operations.

I will contact you next week to schedule an interview to discuss my qualifications as they relate to this position. Should you need to reach me before then, please feel free to contact me at the phone number or email listed above. Thank you for your consideration, and I look forward to talking with you.

Sincerely,

(Omit handwritten signature if emailing)

Maria Lopez

Enclosure