



COVER LETTERS FOR RESUMES

When sending out a resume to a prospective employer, you will need to send a cover letter addressed to that employer that includes several items about yourself and your interest in the job. Below is information that is provided by BSU's Career Center (<http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/MyCareerPlan/JobSearchDocs/CoverLettersEtAl.aspx>) about cover letters and a sample format that could be followed.

“Include an introductory cover letter with each résumé you send to employers. Each letter must be originally typed and signed.

Your Present Address
City, State, ZIP Code
Date

Person's Name*
Title
Employer Name
Street Address
City, State, ZIP Code

Dear (Mr., Ms., Dr., etc.):+

(First Paragraph) Indicate the reason for writing, the specific position for which you are applying, and, if there is a position opening, the source from which you learned of the job and the date it was posted. If you

are inquiring about jobs in general and no opening was advertised, indicate your interest in career opportunities in your field.

(Second Paragraph) Mention why you are interested in the position or organization and its products or services. Relate your academic or work background to the position for which you are applying--how are you qualified for the position? Point out your practical work experience, specific achievements, and unique qualifications. Mention information other than what is on your résumé.

(Final Paragraph) Refer the reader to your enclosed résumé, which summarizes your qualifications, training, and experience. Refer to your interest in a personal interview. You may suggest several dates or indicate your flexibility as to the time and place. Restate your interest and indicate your eagerness to meet personally to learn more about the position. Include your phone number. If the vacancy notice included the employer's phone number, indicate that you will call within seven to ten days to find out if an interview can be arranged. If you indicate you will call, follow through! Thank the employer for taking the time to read your letter and résumé.

Sincerely,

(Your written signature)
Your typed name

Enclosure(s) (refers to enclosed résumé, reference list, etc.)

* Make every effort to get a specific name. If you absolutely cannot, address your letter to the right department, making sure you know the current name of the department--for example, Human Resources vs. Personnel.

+ If you are unable to get a name or do not even have the employer name (for example, if you are replying to a "blind" ad), do not use "Dear Sir/Madam" or "To Whom It May Concern." "Dear Employer," "(Position Title) Search Committee," or "Director of (fill in appropriate department)" are examples of appropriate salutations in these cases."

Ball State Career Center is an excellent resource to help in the job search process. They can review your resume, cover letters and also have many resources that are available in the development of your interview skills.

Their website is:

<http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter.aspx>

The phone number to schedule appointments or if you need further information is 285-1522. The Career Center is located in Lucina Hall 220.