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Return Address

Date

Inside Address

Salutation:

*Example: Dear Dr. Park; Always use the individual's real name, with appropriate title. Another equally acceptable salutation is Dear Members of the Selection Committee.*

Opening Paragraph: Should include the title of the positions for which you are applying and how you learned of the position.

*Example: Please consider this letter as an application for \_\_\_\_\_ advertised in \_\_\_\_\_. Follow this first sentence with a brief second sentence, maybe two, about how your education and experience dovetail nicely with the position for which you are applying. This introductory paragraph shouldn't be more than three sentences.*

Second Paragraph: Describe your educational background, qualifications and relevant experience. Refer to your enclosed resume.

*This is a hefty, information laden, self-descriptive paragraph. Here is where you blow your own horn, and loudly. You are answering, in very concrete terms and using examples whenever possible, the following questions:*

- What can this person do?*
- What specialized education is this individual the possessor of?*
- What education-oriented skills does this candidate have?*
- What has this person done in the past that makes him or her a particularly good "fit" for this position and my company?*
- What can this applicant tell me about his or her internship experiences or other relevant experiences in VERY concrete terms?*

Closing Paragraph: Indicate availability for an interview; inquire about further application procedures. Mention that your resume is available for review.

Complimentary Closing,  
*Sincerely, Cordially*

Signature  
Typed Name

Enclosure

***Sample Advertisement-Response Cover Letter***

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1511 Poly Drive  
Billings, MT 59102  
May 18, 2002

Mr. Wayne Fett  
Director of Human Resources  
Bobsled Restaurant Chain, Inc.  
1500 Pennsylvania Avenue  
Washington, DC 20000

Dear Mr. Fett,

Please accept this letter as an application for the position of the Assistant Director of Public Relations/Marketing with Bobsled Restaurants as advertised by Rocky Mountain College Career Services.

By August 12, 2002 I will have earned a Bachelor of Science degree in Business Administration with a concentration in Marketing from Rocky Mountain College in Billings, MT. My education and experiences at Rocky have given me a good background in public relations operations, promotions/special events, and target marketing. One project I am especially proud of is a successful market research analysis I conducted for a local restaurant owner who wanted an image change. This project entailed assessing the local market, analyzing trends, developing a promotional package, contracting with local graphic designers, and facilitating media coverage. I am a self starter who requires little direct supervision and my scholastic record should indicate my dedication to my field.

I would like the opportunity to personally discuss my qualifications with you at your convenience. Please contact me at my college address or phone number if I can provide additional information or to arrange an interview. I have included my resume for your review. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Sabra Hernandez

Enclosure

## ***Sample Letter of Inquiry***

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PO Box 3345  
Billings, MT 59104  
September 25, 2002

Ms. Pauline Burrent  
Director, Resource House for Women  
1440 Terrapin Street  
Cassidy, PA 32000

Dear Ms. Burrent,

I read your company description in Peterson's Internship Guide, and I am writing to inquire as to the possibility of obtaining a summer position as a Community Aide at the Resource House for Women this summer. If you are still offering internships, please consider me an enthusiastic candidate.

I am currently in my junior year at Rocky Mountain College, majoring in Psychology with a minor in Spanish. For the past two years I have been employed as a Resident Assistant for a floor of 30 women. My responsibilities included supervision of my floor, educational and social programming using a developmental model, peer counseling and confrontation of peers who were not abiding by college and residence hall policies. In addition, I have been a member of the Sexual Assault Victim's Advocacy Program, for which I received crisis management and peer counseling training. My coursework in Psychology, as well as these leadership experiences, have enhanced my ability to work with women in the areas of self esteem building, assertiveness training, and community outreach. Utilizing my skills in Spanish, I will also be able to understand and work to meet the needs of women from diverse family, social, economic, cultural and religious backgrounds.

I would welcome the opportunity to interview with you at your convenience. If you have questions or need the names of references, please contact me at the above address. Thank you for your time and consideration, I look forward to hearing from you.

Cordially,

Jane K. Doe

Enclosure

**Sample "You Want-I Have" Cover Letter**

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3206 Avenue Z  
Billings, MT 59102  
January 25, 2002

Terry Mixdorf, Personnel Director  
Yellowstone County Children's Services  
Division of Personnel  
555 5<sup>th</sup> Street  
Billings, MT 59108

Dear Terry Mixdorf,

I am forwarding my resume in response to the job opening I received through the Career Services office at Rocky Mountain College. I am very interested in the position of Child Welfare Caseworker and would appreciate being considered a candidate.

You will note from the enclosed resume that I have many of the attributes that you are seeking in a caseworker. Please consider the following:

- Bachelor of Science degree in Sociology
- Year long internship with the Yellowstone Boys and Girls Ranch
- Experienced in working with dysfunctional children
- Calm and dependable in crisis situations
- Dedication to helping people improve their lives in an urban setting

I am a compassionate and understanding individual who has been active on and off campus working to help improve the quality of life in my community. I have contributed to various organizations such as Big Brothers and Sisters of Yellowstone County, Boys and Girls Club of Red Lodge, and Associated Students of Rocky Mountain College.

I would be pleased to have the opportunity to discuss this position with you personally, and I hope that you will view my candidacy favorably. I will contact you within two weeks to confirm receipt of my application and see if we can set up an appointment. Thank you for your time and consideration.

Sincerely Yours,

Jack Tipton

Enclosure