Cover Letter Guidelines

**Name and Contact Info**
Transfer your name and contact information from your resume to your cover letter

**Employer's Contact Information**
Include a point of contact address to a "Hiring Recruiter"
List the employer and address

**Date**
Include the date that the application is being submitted

**Intro Paragraph**
Indicate the position being pursued, the employer (company), and how/where you saw or heard about the positions

**Middle Paragraph(s)**
Focus on your qualifications for the position and relevant experiences
Signature
Use a closing statement, such as “Sincerely”

Include your name (and sign if submitting in person)

Include “Enclosure” under your name, to indicate that there are other documents enclosed in this application

STEP 6
Closing Paragraph

This is your opportunity to ask for an interview, without asking! For example, “I would appreciate an opportunity to discuss the position further.”

Restate your contact information
Show appreciation for their consideration

STEP 7

STEP 8
Receive Reviews

Have your cover letter reviewed and critiqued for feedback and practice

See Examples from ECU Career Services HERE!

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