

Sample Cover Letter

1725 State St.
La Crosse, WI 54601

Your Address

April 25, 2010

The date you are writing.

John Davis
Human Resources Director
Walworth School District
1234 Main Street
Walworth, WI 54555

Who you are writing to.
Be sure to include name,
title, and address.

Dear Mr. Davis:

Address the letter to a specific person if possible. Avoid 'to whom it may concern'. Use Mr. or Ms. only, and end with a colon.

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying. Try to get the reader's attention. You can also share information about your qualifications or show that you are familiar with the organization.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills and how they relate to the job. Follow the posted job description and relate your background to their need. Show that you are familiar with their organization. Be careful not to just reiterate your resume or start every sentence with the word "I". Above all, show your passion for the position and the organization.

The final paragraph is your closing. Make a specific request for an interview. If it is out of state, let them know when you might be in the area or at a job fair. Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely,

John Smith

Enclosure