Include an introductory cover letter with each resume you send to employers. They are usually one page.

Address optional

Phone/email

Date

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

Dear (Mr., Ms., Dr., etc.):†

**First Paragraph:**

*Purpose: To grab the reader's attention and establish interest in employment with that employer.*

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. Mention why you are interested in the position or organization and its products or services.

**Second (and third if needed) Paragraph:**

*Purpose: Demonstrate your ability to add value to the business, and highlight your key strengths and abilities.*

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. Present information regarding your background and education in a way that shows a pattern of moving toward the position for which you are applying.

**Final Paragraph**

*Purpose: Ensure follow-up action and extend your appreciation for being considered.*

You may mention how an employer can obtain your references or credentials. 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. **Thank the employer** for taking the time to read your letter and resume.

Sincerely,

Your typed name

Enclosure(s) (refers to enclosed resume and other required materials)

\* Make every effort to get a specific name. If you absolutely cannot get a specific name, 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." More appropriate salutations might be "Dear Employer," "(Position Title) Search Committee," or "Director of (fill in appropriate department)".

Address optional

509.212.2222

j.wildcat@cwu.edu

March 23, 201x

Ms. M. J. Patterson, Coordinator

Internship Recruiting

Boeing

POB 12017

Seattle, WA 98123

Dear Ms. Patterson:

Please consider the enclosed resume for the position of Social Media Specialist Intern with Boeing, which was recently advertised through Career Services at Central Washington University. Boeing is a company well known for its cutting edge technology in the airplane industry as well as its ability to produce products effectively and efficiently. I am very interested in producing positive social media coverage for your company.

I will graduate in June with a Bachelor of Science in Information Technology & Administrative Management, with a specialty in Administrative Management and a minor in Public Relations and Advertising. In addition to the required courses, I have taken multiple courses offered in Public Relations and Advertising Management, such as Retailing and E-Commerce. This has given me a particularly strong academic background for this position.

Recently I completed an internship with the Washington State Legislature, which focused on online security, and web design. As per your qualifications, I obtained computer programming and design skills while interning there. My work experience as a Media Sales Specialist has also contributed to my knowledge of the field, as has my active participation in the Social Media Club on campus where I founded workshops to help Public Relations majors with their LinkedIn. Marketing a positive and truthful image is, in my opinion, one of the most critical public relations functions.

I would appreciate the opportunity to meet with you to discuss how my education and experience could benefit Boeing. You can reach me at 509.212.2222 or [j.wildcat@cwu.edu](mailto:j.wildcat@cwu.edu) . Thank you for considering my application.

Sincerely,

Jamie Wildcat

Enclosure(s): Resume and references