



## Writing a Cover Letter

2010 Bozeman Drive  
Bismarck, ND 58504  
September 15, 2005

*Your return address*  
*Date of letter*

Ms. Kate Smith  
Assistant Director

*Name, title and address*

Youth Works  
115 Rosser Ave  
Bismarck, ND 58501

Dear Ms. Smith:

*Salutation*

The opening paragraph should state why you are writing, what position you are applying for, and how you found out about the position. If someone referred you, this would be the place to include this. Stating why you are interested in the position or company would also be a nice fit in the opening paragraph.

The second (and third) paragraph includes your skills and qualifications. You want the reader to come away with the belief that you are qualified for an interview; therefore, it is important that you match up the job description with your qualifications. To keep the letter interesting and dynamic, be careful not to begin each sentence with "I." Make sure to give examples whenever possible to show your skill and experience.

The final paragraph will include a referral to your resume. Stating that you would like an opportunity to discuss further how your qualifications meet the needs of the company is also a good idea. Most employers welcome candidates who are proactive by indicating that you will call in one week to see if a meeting can be arranged.

Sincerely,

*Closing*

*Clara Jones*

*Don't forget your signature!*

Clara Jones

*Type your name*

**Enclosure**

**Indicates to reader that something is enclosed with letter.**