

COVER LETTER

(1" margins; be sure to center the letter vertically)

Date

Your address

Your town, city, State, zip

Person's name

Person's title

Department

Organization

Street Address

City, Town, State, Zip

Dear M

Paragraph 1 – what you are applying for, how you found out about the position.

This is an application of interest in the position of (include proper title of position and name of organization) as advertised on CSEConnects, the College of Saint Elizabeth job posting site. Attached please find a copy of my resume as requested. (If you know someone in the company, include their name, either in how you found out about the opportunity or how the person is connected to you.) I was further encouraged to apply for this position by Ms. Mary Jane Ryan, General Manager of Accounting in XYZ's Chicago office.

Paragraph 2 – what attracts you to this PARTICULAR organization; what you believe the position is required to accomplish, and what you can bring to the position/organization that will advance its goals and specific needs. *This position is of particular interest to me because of XYZ's reputation in the medical support field, and its use of innovative technologies in developing future products. This is the type of organization I am interested in working for. I believe that my health administration education combined with my technology experience, excellent verbal and written communication skills and work ethic have prepared me to be a strong addition to your team.*

Paragraph 3 – next steps and thank you. *Thank you for your time and consideration. I hope to hear from you soon so that I can better explain how my education, experience and excellent work ethic can be an asset to your company.*

Very truly yours,

Name