

Business Cover Letter Guideline

1234 Street Avenue, Salt Lake City, UT 84112 • (801) 222-3333
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(use same header from your resume)

Month XX, 20XX

Mr./Ms. First Name Last Name
Name of organization
Employer's full mailing address
Salt Lake City, UT 84111

Dear Mr. Jones: (or) To the Hiring Committee:

Opening paragraph: Catch their attention at the start (not just I am applying for...) but do include why you are writing. Name the specific position or type of work for which you are applying. Mention how you heard about the job opening. Tell something specific you know about the organization recently (I was impressed to learn that you received the Utah Business award for one of the Best Small Companies in Utah). It is very important to let the employer know that you know something about their organization and why you are interested in joining them. Try not to start all your sentences with "I".

Middle paragraph(s): The middle of your cover letter is to let the employer know why you are a strong candidate. Tell the employer three specific qualifications where you match their job description. Emphasize additional skills or abilities you have that relate directly to the job. Keep everything on a positive note. Avoid referring to qualifications the employer is seeking that you don't have or when necessary, indicate your ability to learn quickly. You may want to refer to your resume, but be careful not to repeat everything on it. Be sure to do all of this in a confident manner. Also, remember that the reader will view your cover letter as an example of your writing skills. Spellcheck is our friend but also manually proofread!

Closing paragraph: Thank the employer for their time and consideration. Use an appropriate closing to indicate your interest in being interviewed for the position. Don't feel the need to repeat your contact information within this paragraph since your header already includes it. Use an assertive ending that lets the employer know you will follow up with a phone call by a specific date – about 1-2 weeks – to see if you can provide further information (and then do follow-up appropriately).

Sincerely,

Your Signature

Your name typed