



CAREER SERVICES

Decker Hall 202

218.755.2038

career@bemidjistate.edu

LETTER OF APPLICATION OR COVER LETTER

(Do not type this on the top of your letter)

(No Name Here)

Your Address

City, State Zip

Date of Writing

Mr. John Doe, Director of Personnel (Recruiter Name, Title)

Arrow Printing

2587 Highway 71

Bemidji, MN 56601

Dear Mr. Doe: (If you don't have a name, type Dear Director of Human Resources)

FIRST PARAGRAPH: Tell why you are writing, name the position for which you are applying and tell how you heard of the opening. What is it about this company that interests/excites you.

SECOND PARAGRAPH: Mention that you are about ready to graduate or have graduated and what your degree and major are. Then state why you are interested in working for this employer and specify your interests in this type of work. Be sure to point out what particular achievements you have accomplished in this field, type of work or how a particular course may have prepared you. You should not mention why or how the company would be benefit you. You want to show your value to the company.

THIRD PARAGRAPH: Refer to the enclosed resume or credentials which give a summary of your qualifications or to whatever media you are using to illustrate your training, interests, and experience.

Have an appropriate closing to pave the way for the interview by giving your phone number, or by offering some similar suggestion of an immediate and favorable reply.

Sincerely,

Sign Your Name Here (Use a cursive font if sending electronically)

Your Name (Typed)

Enclosure

When answering an advertisement, cover all the points requested in the job description in exactly the order asked, since some prospective employers make it a point to use this as a test of the applicant's ability to follow instructions precisely or see if a candidate meets the basic requirements.