

Your cover letter should include:

Date you are mailing the letter

Name of individual receiving letter

Address Line 1

Address Line 2

Salutation: (Greeting to the individual receiving letter)

In the first paragraph indicate what you are sending and why. Outline your objective of why you are interested in the position.

In the second and third paragraphs, include why you would make a good candidate. Highlight the most important qualifications you possess in relation to the position you are applying for (i.e., special projects, awards, and/or accomplishments). Also indicate what you hope to gain through your involvement in the position.

In the final paragraph close the letter by thanking the individual receiving the letter and hiring committee for considering your resume and application.

Sincerely,

(Signature- Legible and in pen)

Typed name matching signature

Enc: (indicate what is included with the letter, i.e., resume)

Your resume should include:

NAME

ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
EMAIL

- OBJECTIVE** Explain in one sentence why you are interested in the position.
- QUALITIES & SKILLS** List all qualities and skills you possess that will make you an asset to an organization.
- EDUCATION** List school name, year in school, expected date of graduation.
- LEADERSHIP** List all leadership roles and years held. Provide a short explanation of the responsibilities expected of you and what knowledge and skills you learned as a result.
- SCHOOL & COMMUNITY** List all significant school and community activities including school events, sports, community organizations, church, and work experience in paid or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each school or community activity and what knowledge and skills you learned as a result.
- WORK & VOLUNTEER** List all work experience or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each work or volunteer experience and what knowledge and skills you learned as a result.
- ACHIEVEMENTS** List all awards, honors, and other special successes and year received.
- REFERENCES** Three references listed on a separate sheet.

**** Make sure the information on your cover letter is consistent with your resume****