Cover Letter Tips:  
[Your Name Here]

Your Street Address, City, State Zip code | Your phone number | Your email

Hiring Manager’s Name  
Title  
Company Name  
Street Address  
City, State, Zip code

Date

Dear Mr. Wayne:

First paragraph:

- The opening two sentences on your cover letter are similar to an elevator pitch – you're the product, and the opening statement is your sales pitch.
- Share your knowledge and experience in the field, accomplishments in past positions, **and how you can benefit the company**.
- Remember you’re writing to an employer. They want to know they'll be getting their money's worth, so show them how you benefit their organization.

**Example:**

As a graduate from Stephen F. Austin State University’s Forestry program, I feel that I am an excellent fit for the Dept. of the Interior. While at Stephen F. Austin, I learned forestry management from a world-recognized, specialist training institute. My senior project was implemented in the Davy Crocket National Forest, helping to minimize fire damage and maintain a wildlife habitat that benefited both native fauna and local residents.

Second Paragraph

- Explain specific contributions you have made in former jobs or experiences.
- Don’t include everything, but pick and choose your most relevant accomplishments.
- Use key terms from the job advertisement or application.
- Paragraphs can be block style or indented.

Third Paragraph:

- Final sell! Express your excitement about the opportunity
- Repeat your contact information.

Thank the reader for his or her consideration in closing,

Sign your name here!

Type your name under your signature
Cover Letter Example:
Selina Kyle

11300 Chestnut Dr. Tyler, TX 75701  |  (555)-555-5555  | pleasehireme@gmail.com

Mr. Wayne
Customer Service Manager
Gotham City School District
451 Library Dr.
Tyler, TX 75701

February 10, 2017

Dear Mr. Wayne:

I am excited to see that the librarian position at Gotham City High School is open because I am eager to take my extensive experience in the public school system and the community and expand it to serve a new audience. As a recent graduate student of Stephen F. Austin State University, I discussed this opportunity with my senior English teacher, Pamela Isley, who has recommended me for the position.

In my past work as a school librarian at Metropolis ISD, I initiated a summer reading program, Metropolis City Summer Readers, which included a two-hour-a-day reading and writing camp Monday through Thursday during summer break. I have also hosted multiple book drives in the past five years, which allowed the school district to distribute free books to low-income children before breaks. Through this program, children were able to improve their reading, writing, critical thinking, and cognitive skills during the summer and winter breaks. In a continuing effort to improve library service to the community, I am currently pursuing a master’s in Library Science and working as a reading and writing tutor with the Academic Assistance Resource Center (AARC) at Stephen F. Austin State University.

These programs are examples of what I can provide to continue the positive work at Gotham City Library. While most of my work in the past has been with elementary students, my extensive experience as a librarian more than enables me to take this next step and reach out to an additional level of student ability. I would be happy to talk with you further about this opportunity and how I can help Gotham City High School students. I can be reached at (555)-555-5555 during regular business hours.

Thank you for your time and consideration,

Selina Kyle

Selina Kyle