

Cover Letter Formula

Your Current Address
City, State, Zip Code
Date of Writing

Ms. Mary Blank, Title
Organization
Street Address
City, State, Zip Code

Dear Ms. Blank:

1st Paragraph - Tell why you are writing; name the position or field. Tell how you heard of the opening or organization. Draw the reader in to ensure he or she reads the entire letter. If possible, mention a mutual acquaintance or refer to a specific article, experience, or event that led you to make this contact. You may want to refer to your Cornell education.

2nd Paragraph - Indicate that you understand the requirements and demonstrate that you are a good match for the position by focusing on the top three to five reasons to hire you. Give concise evidence of both your functional skills and personal qualities (see Ready Reference Sheets Skills, Qualities and Action Verbs and Top 10 Reasons to Hire Me). Tell why you have a particular interest in the organization and/or field.

3rd Paragraph - Highlight and expand upon experiences, skills and interests stated in your resume. Refer the reader to the enclosed resume, application form, or the fact that you have sent or will send your full credentials as requested. (Remember: you need to initiate a credential file if you are interested. Check out Interfolio Credentials Service at www.career.cornell.edu.)

4th Paragraph - Close by making a specific request for follow-up and indicate that you will phone in the near future. Make sure your closing is not vague but makes a specific action from the reader likely. If your request is for further information concerning the opening, it would be polite to enclose a self-addressed, stamped envelope. End with a polite statement such as "Thank you for your consideration."

Sincerely,

(Your handwritten signature)

Type Your Name

Enclosure

Sample Cover Formula

321 Linden Avenue, #2A
Ithaca, New York 14850
January 10, 2008

Betsy Lydon, Outreach Director
Mothers and Others for a Livable Planet
40 West 20th Street, 9th Floor
New York, New York 10011

Dear Ms. Lydon:

As a natural resources major at Cornell University, I have focused my studies on the connections between agricultural, environmental, and economic sustainability. The efforts of Mothers and Others for a Livable Planet to promote consumer choices that are ecologically sustainable and thus conserve natural resources are of great interest to me. I would therefore like to be considered for the consumer outreach and marketing specialist position advertised in *Nonprofit Times*. I enclose my resume for your consideration.

Through volunteer activities, I have promoted sustainable agriculture and environmental issues. As president of the Cornell Greens, I have organized meetings, workshops, rallies, and Earth Day activities for Cornell campus, and also established an environmental educational curriculum for an after-school program. Last year, I helped found the Student Garden Group to introduce organic gardening to Cornell students and promote local agriculture to the Ithaca community. We ran produce stands at apartment complexes for economically disadvantaged families and senior citizens, and expanded Cornell Cooperative Extension to develop outreach programs.

A confident public speaker, I have participated in a training course for peer counselors, completed a course in oral communication, spoken at rallies and festivals, and worked as an educator in a variety of teaching situations.

I am eager to apply my knowledge and experience to an educational advocacy organization when I graduate in May. I will call you next week to schedule a time to discuss my interest in increasing public awareness about ecological agriculture and environmental conservation at Mothers and Others for a Livable Planet. Thank you for your consideration.

Sincerely

Jean Crawford

Enclosure