

First Last Name *(same as resume heading)*

Professional Email
303-XXX-XXXX *(Best Contact Phone)*

Mr./Ms. First Last name, Title *(inside address)*
Company name
Address
City, State, Zip code

Dear Mr./Ms. Last name :

Introductory Paragraph: The purpose is to **gain the reader's interest**. If you are applying for a specific job, indicate the name of the position and the date the job was posted. If you were referred to the company, provide the name of the person who referred you. You may mention any knowledge you have of the organization. Introductory paragraphs are typically short, so be concise and clear.

Middle Paragraph: The purpose is to **sell yourself**. This is the longest section (can be one or two paragraphs). This is where you persuade the employer to offer you an interview. Indicate your relevant abilities and skills, educational background, and/or experiences that demonstrate that you are a good fit for the position. Share a personal goal that you would be able to reach working for the organization. Make sure your skills and abilities are in alignment with the job description and will meet the needs of the employer.

Last Paragraph: The purpose is to **request action**. Request the opportunity for an interview to discuss how you can use your skills to serve the employer. Offer to send the employer other information they might require such as references, portfolios, more details about your work history, etc. Ask the employer to contact you and tell them the best method (email and/or phone) or, alternatively, tell them that you will be contacting them to schedule an interview.

(Double return spaces)

Sincerely,

(Four return spaces)

Your name

*Notes: Single space within each paragraph. Double space between paragraphs.
Never have your cover letter more than one page. Don't forget to sign your letter!*

COVER LETTER SAMPLE

Stu Dent

Stu.Dent@ccd.edu
303-352-5555

Ms. Jennifer Armstrong
Community College of Denver
1111 West Colfax Ave
Cherry Creek Building, Suite 111
Denver, CO 80217

Dear Ms. Armstrong,

This letter is in regard to the Preschool Teacher opening at the Early Learning Center. Currently, I am enrolled in the Early Childhood Education program at the Community College of Denver, as well; I have worked as a Daycare worker for the last two years at Kiddie Academy. As I continue my education my ultimate goal is to obtain my Director certificate and eventually continue my education and obtain my four year degree in Early Childhood Education.

Throughout the last two years at Kiddie Academy I have had many opportunities to plan activities for 2-5 year olds. As well, I individually tutored children in a variety of skills from writing their names, to learning the alphabet and their numbers 1-50. During my time I have also had the opportunity to teach cooperation and team work. The toys had become mismatched and were not being stored in an easy to find system, so I developed a new bin labeling system and taught the kids how to use the new system. As well, the kids did the initial sort of the toys and learned how to better store their toys so that they were easier to find. My attention to detail and my ability to work with children has been noted on my evaluation each year that I have worked for Kiddie Academy.

I am very excited to continue my skills working with children with an organization that is a Quality Star rated program. I would like to have the opportunity to work and learn on the Auraria campus daily. I believe my ability to work with kids, my new and creative ideas would be an asset to the Early Learning Center and I would like to schedule an interview at a mutually agreeable time.

Sincerely,

Stu Dent

Stu Dent

