

-----**SAMPLE COVER LETTER**-----

Address
City, State, Zip

Date Written

Name of Addressee
Title
Organization Name
Address
City, State, Zip

Salutation

Dear (Mr./ Ms./ Dr./Selection Committee or HR Staff):

First Paragraph

The purpose of the first paragraph is to introduce yourself and tell why you are writing (I am writing you regarding the job posting for a position as a _____); OR (I have been referred to you by Professor John Doe at the University of Michigan School of Information). Include a relevant piece of current news or organizational information that will grab the reader's attention. Indicate why you are interested in the organization and the position of interest.

Second Paragraph

Describe your qualifications for the position using specific examples from academic, work, volunteer and/or co-curricular experience. Connect your accomplishments, skills, and knowledge directly to the position, organization, and/or field.

Third Paragraph

Continue building a case for your employment using specific examples. Focus on personal qualities and special skills that enhance your qualifications. Expand on your resume, but don't repeat it (could also be a continuation of paragraph 2).

Final Paragraph

Give a final statement of interest/qualifications. Offer information about your interests and availability, both for employment and for being contacted by the employer. Indicate your plans to contact the employer to discuss opportunities. Thank the employer for his/her time and consideration.

Sincerely,

Your Name

Adapted from the University of Michigan Career Center Job Search Guide

---SAMPLE INTERNSHIP COLD COVER LETTER ---

September 25, 2005

New York Public Library

Attn: Employment & Placement Office

188 Madison Ave.

New York, NY 10016-4314

Dear Human Resources:

I am a first year graduate student at the University of Michigan School of Information. I am interested in obtaining a summer internship position in the New York Public Library system. My current area of study focuses on how the public library can best serve the diverse populations that exist in a single community.

There are two libraries in your system that I am particularly interested in at this time: the Queens Borough Public Library that serves a multi-ethnic community, and the New York Public Library for the Performing Arts that is diverse in and of itself.

My background in music performance, along with my studies to become an information professional allow me to have the range of skills necessary to make a relevant contribution in either of these libraries and to your organization overall. My reference experience, working as a Reference Assistant at the University of Michigan Harlan Hatcher Graduate Library, as well as my instructional experience working as a Graduate Student Instructor prepares me well for an internship in your library system. I have successfully completed coursework in reference and collection development. I feel the combination of my practical experience and coursework thus far will allow for me to make a valuable contribution as an intern in either libraries. I have also had some experience creating web sites, which could lend a valuable asset with any web work you may require.

I thank you for your time and consideration. I will be in New York City over the Christmas break, and will contact you to discuss my qualifications and potential opportunities during the week of December 20. If you would like to contact me before that time, please do so at xxxx@umich.edu or 734/555-1212.

Sincerely,

Your Name