

CONTENT SUGGESTIONS FOR LETTER TO REQUEST CONSIDERATION FOR AN INTERVIEW OR POSTED JOB (Length-- one page recommended)

(For postal mail, adjust the top and bottom margins on the page so they are equal. May also use the lines between the date and name in the recipient address to adjust spacing. For an interview, this letter may be e-mailed because time is important. Use the same guidelines for e-mail.)

(May spell out or abbreviate the name of the state, if abbreviate remain consistent throughout the letter)

(Use first and last name include middle initial if known; if gender uncertain omit Ms. or Mr. and use the first & last names)

(Use the last name only; punctuation is a colon after the name)

(If the gender is unknown, use RE with as much information as possible. Do not repeat information in first paragraph.)

(Four lines between close & your name for postal mail)

(Sign just above your printed name for postal mail)

(If you're mailing by postal mail add word Enclosure which refers to your resume. Most likely the letter/resume e-mailed)

Your street address
Your City, State Zip code
Your email address
Your phone number

Date

Ms. or Mr.
Title
Name of the company
Postal mailing address
City, State Zip code

Dear Ms. or Mr.:

RE: Interview Schedule for Software Engineering Position Advertised on ISU ECSONline

Opening Paragraph

- Indicate position or interview sought, unless stated in the RE salutation.
- Describe why you are interested in the job description and employer. Use specific statements that are professional and unique to you.

Middle Paragraph(s)

- Opportunity to emphasize your qualifications.
- Provide examples of your competencies that fit the job description. Include pertinent information gained from your research about the position or organization and your experience. Remember, your resume provides the results; the cover letter provides information about the situation or your actions.
- Use descriptions rather than general conclusions. For example rather than writing, "I am well organized," briefly, describe the situation or your actions that demonstrate the statement. For example, you could tell about the summer you had two part-time jobs and volunteered as a coach or mentor in a sports or academic program.
- Conclude briefly that you are hopefully your interest and qualifications will provide the requirements to either interview or apply for the posted position.

Closing Paragraph

- Ask the employer to contact you for additional information.
- If your e-mail address and phone number(s) are not listed above, include in the final paragraph.

Sincerely,

Your name

Enclosure