

## Sample Cover Letter

### Directions:

**Tip:** Use same heading on cover letter & reference page as on your resume – your own personalized letterhead! Find out who will be hiring for the position. Be sure to get correct spelling of their name & title.

### Date

(4 spaces between date & address)

### Name, Title of Person

### Name of Business

### Department

### Mailing Address

### City, State, Zip

(1 space)

### Salutation

or Hiring Panel if name is unknown

### 1<sup>st</sup> Paragraph

State your purpose, the position you are interested in & how you learned about the opening.

### 2<sup>nd</sup> Paragraph

Demonstrate your ability to do the job. Research the company & position. Think & link the details of the job description with your skills, training, & experience. Mention what interests you about the company.

### 3<sup>rd</sup> Paragraph (optional)

If including other enclosures besides your resume, refer to them.

### Closing paragraph

This should be a call to action. State when you will contact the employer or ask for an interview, then express thanks.

### Closing

or Respectfully, etc.

(4 spaces)

Sign your name LEGIBLY

### Your Name

## Polly Sigh

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March 10, 20xx

Dennis Quigley, Internship Coordinator  
Oregon State Legislature  
Employee Services  
900 Court St. NE  
Salem, Oregon 97301

Mr. Quigley:

I am very interested in serving as a Legislative Intern with Representative Andrew Borklip. Mike Smith, my Political Science professor, informed me of this opportunity.

The variety of activities in this position sound very appealing and are a good match for my experience and career aspirations. I am completing my last year at Portland Community College with an Associate of Arts Oregon Transfer Degree. Next fall I will be attending Portland State University to pursue a B.A. in Political Science: International Development. I am familiar with legislative, judicial and administrative systems. As my resume indicates, I have experience researching policy issues. I am comfortable and confident communicating with voters, lobbyists, and international leaders. I believe my varied experience has prepared me for the duties of this position, ranging from providing informed and relevant responses to constituent requests and letters, to planning and promoting events.

Enclosed is a copy of my resume along with a letter of recommendation from the Campaign Volunteer Manager at Environment Oregon.

I look forward to hearing from you in the near future to schedule an interview at your convenience. Please leave a message at the above phone number or e-mail and I will respond that day. Thank you for your time and consideration.

Sincerely,

Polly Sigh