Cover Letter

**Why do you need a cover letter?** It accompanies your resume when you apply for a position. It is a personal introduction that allows you to briefly highlight the information most relevant for the position you are pursuing.

- You should write a different cover letter for EACH position to which you apply, because it allows you to input specific information that demonstrates you have the particular skills the employer is seeking.

**Format:**

- Limit the cover letter to one page.
- Use Times New Roman or Arial, 12pt font.
- Margins should be 1” all around.
- Proofread. Be sure your letter is free of grammatical and spelling errors.

**What to include in your cover letter:**

- **Heading:** Use a normal business letter style. Include your return address, the date, and the name of the recipient and his/her full mailing address.

- **Salutation:** Address your cover letter to a specific individual

- **Opening paragraph:** Explain why you are writing. Name the specific position or type of work for which you are applying. Tell how you learned about the position. Make a personal statement identifying your overall skills and how they demonstrate you are the best candidate for the position.

- **Middle paragraph(s):** Discuss your qualifications and experiences. This is your opportunity to draw attention to key facts in your work history or educational/training background. In the middle paragraph(s) you can also mention any connection or prior experience you may have with the company.
  - These paragraphs should answer the following question: what can you bring to the position and the employer?
  - Do not simply restate your resume; explain how the experiences listed in your resume demonstrate your qualifications.

- **Last paragraph:** Thank the person for his or her time and consideration. Indicate your desire to work for the company and provide your contact information.

- **Closing:** Use “Sincerely,” in closing. Leave four lines of space, then type your full name as it appears on your resume. Sign your name in pen in the space. At the bottom of the page type **Encl** to indicate you have enclosed your resume. If you have enclosed additional supporting materials, type **Encls** instead.
Cover Letter Sample Layout

Your Name  
Street Address  
City, State, zip code  

Date  

Person of contact  
Title  
Company/Organization name  
Street Address  
City, State, zip code  

Dear Mr. /Mrs. /Ms. /Dr.:  

Opening paragraph  

Middle paragraph(s)  

Last Paragraph  

Closing  

Signature  

Typed Name  

Encl/Encls  

- Additional resources can be found in the ACM Student Success Center or at http://www.allegany.edu/ssc

The Career Services office will be happy to assist you in writing your cover letter. Please contact your local campus.

<table>
<thead>
<tr>
<th>Bedford County</th>
<th>Cumberland Campus</th>
<th>Somerset Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Pennsylvania)</td>
<td>(Maryland)</td>
<td>(Pennsylvania)</td>
</tr>
<tr>
<td>MaryAnn Clark</td>
<td>Danielle Foote</td>
<td>Brianna Livingston</td>
</tr>
<tr>
<td><a href="mailto:mclark@allegany.edu">mclark@allegany.edu</a></td>
<td><a href="mailto:dfoote@allegany.edu">dfoote@allegany.edu</a></td>
<td><a href="mailto:blivingston@allegany.edu">blivingston@allegany.edu</a></td>
</tr>
<tr>
<td>814-652-9528 ext.6204</td>
<td>301-784-5235</td>
<td>814-445-9848 ext. 6131</td>
</tr>
</tbody>
</table>