

TISCH OFFICE OF CAREER DEVELOPMENT

COVER LETTER WRITING GUIDELINES

The purpose of the cover letter is to introduce yourself to an employer. It gives you the opportunity to highlight your skills and experience as appropriate for a particular position.

When preparing a cover letter, keep these points in mind:

1. **Type each cover letter individually, addressing it to a specific person and company.** It is best to get a contact name and the title of the person to whom you are sending your letter.
2. **Include relevant information in each letter that specifically connects your experience and interest with that of the company or person to whom you are writing.**
3. Cover letters should be brief, approximately 3 paragraphs.
4. Use a business letter format when typing your cover letter.
5. Proofread carefully for spelling and grammatical errors.
6. Use good quality paper that matches your resume paper or a white paper of the same quality.
7. An effective way to end the letter is to state your plan for following up, i.e. "I will call next week to discuss the possibility of setting up an interview," and by thanking the employer for considering your application.
8. Always ask others to proofread the letter for clarity, grammar, typos, and spelling.

SAMPLE FORMAT

Your address
Your phone number
Your email address
Date

Person's name
Person's title
Organization name
Address

Dear Mr./Mrs. (or Sir/Madam, if you are unable to get a contact name):

FIRST PARAGRAPH: Introduce yourself and explain which position you are applying for. Mention where you heard about the position or give the name of the person who referred you. Attract the employer's attention by focusing the letter on his or her needs or interests.

SECOND PARAGRAPH: Explain how your abilities, background, and qualifications will enable you to contribute to the organization. **Highlight strengths relevant to the position using specific examples.** The cover letter supplements your resume, highlighting your special qualities and strengths that might help persuade an employer to contact you.

FINAL PARAGRAPH: Reiterate your interest and ask for an interview. You may provide a date when you will contact him/her to set up an appointment. Thank the employer for his/her time and consideration.

Sincerely,
Your signature

Your name typed

Enc. Resume

TISCH OFFICE OF CAREER DEVELOPMENT
SAMPLE COVER LETTER

September 18, 2003

330 8th Avenue, Apt. 9A
New York, NY 10036
(212) 555-1234
jasmine555@nyu.edu

Ms. Stephanie Smith
Production Coordinator
New Films, Inc.
880 Park Avenue South
New York, NY 10003

Dear Ms. Smith,

I am interested in applying for the position of Production Assistant with New Films, Inc. With my background in film and production and my desire to work in the industry, I believe I would work enthusiastically and effectively in your company. Enclosed is my resume for your consideration.

I am looking for a challenging position in a film production company where I can utilize my production and organizational skills in a fast-paced, creative environment. As my resume indicates, I have just completed a B.F.A. in Film and Television at NYU's Tisch School of the Arts. In addition, I believe that my experience working on numerous student films and completing two film production internships would allow me to make a valuable contribution to New Films, Inc. I am proficient with AVID and Final Cut Pro, fluent in Spanish, and perform well both independently and as part of a team.

I would appreciate the opportunity to meet with you at your convenience to discuss my background and qualifications in greater detail. I will contact you later this week about the possibility of setting up an interview. In the meantime, I can be reached at (212) 555-1234 or jasmine555@nyu.edu. Thank you for your time and consideration.

Sincerely,

Jasmine Jones

Enclosure