



**THE OHIO STATE UNIVERSITY**

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Date

Your Street Address  
City, State, Zip Code

Name of Person  
Job Title  
Company/Organization  
Street Address  
City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXXXX: or Dear Hiring Manager

**FIRST PARAGRAPH:** The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization. Introduce yourself as the perfect candidate through your education, professional experiences, and strengths.

**SECOND PARAGRAPH:** This should be the largest paragraph of your letter (it can actually be split into 2 paragraphs if needed). Utilize this section to connect your strengths, education, and relevant experiences to the job description and industry. Do NOT summarize your resume. The cover letter should expand upon your resume and talk about 2-3 relevant successes/accomplishments and how those will allow you to be successful in this role. Relate these experiences to the company's mission and needs as well. Show them you have researched them. The key is to include information about the company and to show fit with them.

**CLOSING PARAGRAPH:** Communicate one final statement of enthusiasm for the position. Indicate your desire for an interview. Let them know they can contact you by phone and/or email if they need additional information. Thank them for their time and consideration.

Sincerely,

Your Name

Enclosure