



## Preparation:

- Research the school or organization.
  - Explore website
  - Use Google to search more information.
  - Use personal contacts (family, faculty, etc.) for information interviews, job shadowing
- Research the job.
  - Analyze the job description, and match your experience, skills, interests, and abilities to the job.
  - Talk to people who have worked in similar positions. Your alumni association may help with locating contacts to network with.

Cover letters are a formal business letter used to introduce yourself and call attention to your enclosed resume. The well-written cover letter highlights aspects of your background and talents that best meet a organization's needs.

(Try to obtain the name of the person to whom the letter should be addressed.)

### First paragraph

- Describe the position or title of the position you seek, e.g., first grade teacher, Math teacher, Coach, etc.
- Mention how you found out about the opportunity. If someone referred you, mention the person's name and explain your connection.
- Briefly explain the reason for your interest.

### Second paragraph

- Tailor to a particular job.
- Briefly and specifically summarize your most desirable qualifications/experiences that would meet their needs
- Explain how you intend to contribute to the organization.

### Third paragraph

- Add this only if there is additional information to amplify information in the second paragraph that is not in your resume or needs clarification (for example, a special project you undertook at a previous job or in your community).

### Closing

- Thank the person for considering your candidacy and say that you are looking forward to meeting him or her and learning more about this opportunity.
- Remember to be truly interested, gracious and respectful of their time.
- Be sure to follow through with any commitment you make.



Joan Smith  
106 East Main Street  
Spring Arbor, MI 49283

May 16, 2013

Jerome Smith, Superintendent  
Juvenile Home  
1234 Child's Street  
Kalamazoo, MI 49048

Dear Mr. Smith:

I am interested in receiving a position as a youth specialist at the Juvenile Home. I have been working with a troubled youth for seven months through an at-risk youth mentor program at Spring Arbor University. I learned about this position from the Kalamazoo County Government employment website.

Through the County of Jackson, Michigan; I was assigned to a youth in legal jeopardy with the juvenile justice system. During my mentor and advocate experience, I was in charge of coordinating and planning each session, educating my youth on self-advocacy, as well as providing necessary resources during the eighteen-week intervention period.

My experience in the project has helped me improve my skills in leadership, organization and teamwork and has provided me with extensive knowledge working with troubled youth. I will be graduating with my bachelor of science in psychology from Spring Arbor University in August and plan on relocating to Kalamazoo.

Thank you for your time and consideration. I am looking forward to discussing the position and my qualifications with you in more detail soon. I feel confident that I would provide the best care possible for the residents and staff at the Juvenile Home. Please contact me by email at [jsmith@gmail.com](mailto:jsmith@gmail.com) or by calling 517.555.4567.

Sincerely,

Joan Smith