

Suggested Cover Letter Format - C

Marian Robinson
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New York, NY 10025
Telephone: (212) xxx-xxxx

May 11, 2XXX

Ms. Virginia Lynch
Director of Career Counseling & Placement Center
University of Pennsylvania
3601 Walnut Street
Philadelphia, PA 19124

Dear Ms. Lynch:

This letter comes accompanied by my resume in answer to your advertisement in the New York Times, Sunday, May 9, 2000. I am interested in being considered for the position entitled "Career Counselor."

As my resume reflects, I have had one year of supervised internship in the Office of Career Counseling and Placement at Queens College, which culminated in my acquisition of an M.A. in Counseling Psychology. This internship involved advising students regarding job opportunities, supervision of videotaped practice interviews and organizing speakers from a variety of career areas for campus visits. My previous work experience with the State Vocational Education Program provided me with the ability to work with people from different racial and ethnic backgrounds. It taught me the importance of establishing good rapport with one's clients, and following through on projects until they are completed.

I would appreciate the opportunity to meet with you to discuss my qualifications further, and to learn more about your needs. So please expect a call from me next week. I am looking forward to meeting you.

Sincerely,

(Your handwritten signature)

Your name, typed