

**Instructional Sample
Cover Letter:**

1234 Hawk Lane
Apartment A
Philadelphia PA 19131

September 2, 2016

Mr. John Doe
Executive Director
Back on My Feet, Philadelphia
100 South Broad Street
Philadelphia, PA 19110

Dear Mr. Doe:

During a recent conversation with Jill Jones regarding my career interests in working with the homeless population in Philadelphia and the innovative approach taken by Back on My Feet, she informed me of your search for a Program Director, which prompted me to apply. My interest in the position stems from BoMF's mission to create programs benefiting community members who are homeless or at risk of becoming homeless. Through a combination of related experience and academic preparation, I am confident in my ability to contribute to BoMF's strategic goals.

As a Political Science major with a minor in Sociology at Saint Joseph's University, I have engaged actively in understanding and analyzing the systemic causes of homelessness and its impact on the community and on the individual. I will bring an empathic and thoughtful approach to serving BoMF's clients. I also bring strong organizational and leadership skills to this position. As a Community Partner Coordinator (CPC) at Saint Joseph's University, a role I held for two years, I acted as liaison between the University and Project HOME. I coordinated volunteers, communicating with them to solve problems, and ensured that our team was meeting the organization's expectations. This position directly relates to the Program Director role, as one of the key duties of the role is working with volunteers and coordinating their efforts. This position allowed me to develop leadership skills which I will utilize daily at BoMF. During my time as CPC, I treated each volunteer as an individual with unique needs. When problems arose, volunteers felt comfortable coming to me to find solutions. I am proud to say that during my two years as a CPC, I had a 100% retention rate with volunteers from year to year.

I welcome the opportunity to discuss the Program Director position and my interest in contributing to BoMF's efforts. I will call you the week of September 12th to follow up on my application. I can be reached at 123-456-7890 if you have any questions or would like to schedule an interview. Thank you for your time and consideration. I very much look forward to hearing from you.

Sincerely,

Sarah Student

Throughout your cover letter:

- Left-align all text
- Keep the letter to one page in length

In the heading:

- List your address in the top 2-3 lines
- Skip a line and include the current date
- Skip another line and address your letter formally in this format:
Mr. or Ms. First and Last Name
Title
Organization Name
Organization Address

In the salutation, address the letter as follows: Dear. Mr. or Ms. Last Name
End with a colon, which denotes business communication.

In the first paragraph, your goal is to communicate:

- The particular position of interest
- Where/how you learned of it (e.g., the organization's website, a person who referred you, SJUcareers, etc.)
- Briefly, why you feel your skills and background qualify you as a good fit for the organization and the position.

In the second paragraph, you will want to make specific connections between your past experiences and the responsibilities associated with the position for which you are applying.

In the final paragraph, reiterate your interest in the role and in discussing your qualifications further. Identify your intention to follow up and when/how you can be reached. Thank the reader for his/her time and consideration.

Close the letter with "sincerely" and your full name.