

March 25, 2008

Make sure you put the current date. The month needs to be spelled out. **Don't abbreviate** the date.

William Carey
William Carey University
498 Tuscan Avenue, WCC 181
Hattiesburg, MS 39401

Do not become lazy and not add the address line to the letter. This is **very important**.

First paragraph: State how you **heard/found** the position and **the reason** for the cover letter.

Dear Mr. Carey,

Do not use the recipient first name. Even if you know the recipient, **do not use his/her first name**.

Recently while viewing your webpage, I came across the position for the University Mascot. I am a talented and trained individual, who would like to submit my resume for the job opening.

I graduated from Mascot University in May 2007 with a Bachelor of Arts in Dance and Entertainment. Currently I am looking for a career that will allow me to utilize the skills that I have gained through my studies. I have extensive training in dance, performance, crowd entertainment, and acting. I have served as a back up mascot during college for local high schools. With my experiences I have learned how to utilize props such as signs, stuffed animals and pom-poms.

I feel like I would be a great addition to your cheer squad. I work well with others, learn routines quickly and never give up when the team is losing. I look forward to hearing back from you. Please do not hesitate to call me if you have any questions.

Sincerely,

Third paragraph: Express why you think you **qualify for the position**, followed by **closing remarks**.

Second paragraph: State your **education background, skills and related job experiences**.

Jumping Jack

Leave room for your signature.

The cover letter needs to be typed in Times New Roman with a 12inch font, and the paragraphs justified. The letter should never be more than one page long. Keep everything brief and to the point.