

Your Present Address
City, State Zip Code
Date

Contact's Name
Title
Company Name
Address
City, State Zip Code

Dear Mr./Ms. (Contact's Last Name):

Never address "To Whom It May Concern" – if a personal name is not available, address the letter to the Search Committee

First Paragraph: Tell the church why you are writing. Name the specific position or field in which you are interested and how you found out about the vacancy or the organization. This paragraph is a place to mention a connection.

Second Paragraph: Inform the church what attracts you to the position and/or the opportunity to serve in this particular ministry. Mention any specialized training or relevant experience you have had without restating what you wrote on your resume. Include how this position lines up with your statement of faith or philosophy of ministry. Briefly provide one or two specific examples that demonstrate how you are qualified for the position. Make these examples directly applicable to the position in which you are interested. If you have extensive work experience, divide this paragraph into two smaller paragraphs.

Third Paragraph: Guide the church's attention to your enclosed résumé. Show initiative by providing details of how you plan to follow up by calling the church. Give them your phone number in case they need to contact you. Thank the church for their consideration and time.

Sincerely,

(Your Handwritten Signature)

Your Typed Name

Enclosure (If using a cover letter in e-mail, "Attachment" is proper nomenclature.)

Cover Letter Tips:

Always enclose a cover letter when you mail/email your resume. Make sure you write a **personalized cover letter for each church** that speaks to the specific position.

Your cover letter should be brief—**no more than one page in length.**

Cover letters should be individually typed and signed and should follow standard formatting for business letters, such as the sample that appears on this page

Proofread your letter carefully for typographical and grammatical errors!