



**THINGS TO REMEMBER...**

- The purpose of a cover letter is to write a personal letter (usually addressed to the contact person) announcing why you are sending your resume, your particular interest in the position, and why you feel you are a “good fit” for the particular position.
- Basically, the cover letter is the hand-shake of your initial greeting and encourages them to read your resume.
- You may want to think about using a letterhead (with your name, phone, email & address information already on it) that compliments the style of your resume – i.e. paper, design and font style, etc.
- Be careful not to simply repeat what you express in your resume, this is your opportunity to share, on a more personal level, your interest in the position and your heart for serving in that capacity.
- Concentrate on being concise in how you express yourself here. This letter should be to the point, approximately 2-3 paragraphs (2 or 3 sentences each).
  - **The first paragraph** – reference your phone/email conversation (if appropriate) and sets up the “atmosphere” for encouraging them to keep reading.
  - **The second paragraph** – tells why you are interested in the position, your heart for that particular job/ministry, and why you are good fit for that position.
  - **The third paragraph** – closes your letter, encourages them to contact you if additional information is needed, and thanks them for their time.
- **DO NOT SIMPLY COPY THIS LETTER**– that would defeat the purpose of a cover letter that is supposed to be from you personally. The following cover letter is to be used **only as a guide** to assist you in writing your own cover letter.

# SAMPLE COVER LETTER

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Complete Name  
Address  
Phone Number  
Email address

Dear Friends in Christ, (or address to the contact person)

It was a pleasure to speak with you earlier this week regarding your position opening for a Pastor of Discipleship at Fellowship Bible Church. I was encouraged to learn more about your church and the exciting potential to serve in the different ministries that are flourishing there.

Let me first take a moment to thank you for considering my resume for the position of Discipleship Pastor. It is my prayer that in the following pages you will catch a solid glimpse of my heart and calling towards serving and lifting up the flock in this capacity. I understand the importance of a ministry that not only builds up the body, but also challenges and encourages them to grow and deepen in their relationship with Jesus Christ. I consider it an honor to lead and develop a body of believers in this capacity.

Thank you, again, for your time and consideration. If you have any further questions or need additional information, please do not hesitate to contact me directly. I sincerely look forward to hearing from you.

Serving Him Together,

(sign your name here)

Type Complete Name again.