

COVER LETTER FORMAT

Your street address
City, State, Zip

Month, Day, Year

Mr./Ms./Dr. Name (to whom you are writing)

Title

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear Mr./Ms./Dr.:

First Paragraph. The opening paragraph introduces you to the employer. Relate the position title, how you learned about the opportunity (name of contact or type of advertisement), and why you are the best candidate for the job, based on the qualifications mentioned in the job listing. Note, this paragraph is not indented, nor is the letter double spaced.

Middle Paragraphs (1-3): The main body of your letter establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include concrete examples of times you have used your strongest or most relevant qualifications. Expand upon information in your resume, but do not repeat it. If using multiple paragraphs, group items together based on themes: skills, background, experience, education, personal traits, and philosophy of work, and use specific examples. Relate your experiences to the position and, explain how you fit what they are looking for. Mention why you are interested in this employer and this particular job. Be positive!

Closing Paragraph: Reinforce your earlier assertions that you are a strong candidate, and that you are truly interested in the job and the company. Indicate how you intend to follow up. Refer to your enclosed resume and preferred contact information. Thank the hiring manager for his/her time and consideration.

Sincerely,

(Your handwritten signature)

Type your name

Enclosure(s) – Refer to the documents (resume, cover letter, references) you are including “with” your cover letter. If you have more than one document, use Enclosures.

