Cover Letter Format

Your Street Address
City, State Zip Code
Telephone Number
E-mail Address

Month, Day, Year

Mr./Ms./Dr. ______
Title
Name of Organization
Street or P.O. Box Address
City, State, Zip Code

Dear Mr./Ms./Dr.:

1st Paragraph: State WHY you are writing; HOW you learned of the position or organization, and very BASIC INFORMATION about yourself.

2nd Paragraph: Tell WHY you are interested in the position, the employer, or the type of work the employer does (do not just tell them you are interested, you must elaborate). DEMONSTRATE that you know enough about the position or employer to relate your background to the position you are seeking. BE SPECIFIC and mention qualifications that make you a good fit for the employer’s needs. Use this opportunity to EXPLAIN IN MORE DETAIL the relevant items in your resume (what makes you stand apart from others that are also applying). REFER TO ENCLOSURES that are with your cover letter (such as your resume and references).

3rd Paragraph: STATE that you would like the opportunity to interview for the position or to talk with the employer to inquire about their other opportunities and hiring plans. State that YOU WILL DO FOLLOW-UP, such as telephone the employer in two weeks to check on the status of their search. If you will be in the employer’s geographic location and could offer to schedule a visit, indicate WHEN. State that you would be glad to provide them with any additional information they may need. Thank the employer for his/her time and consideration.

Sincerely,

Your handwritten signature

Your typed name

Enclosure(s) (refer to resume, references, etc)