

Cover Letter Format

Your Name
Street Address
City, State Zip
Phone Number

Date

Mr. or Ms. First and Last Name Employer
Title of Employer
Organization/Company Name
Street Address
City, State Zip

Dear Mr. or Ms. Employer:

1st Paragraph: Tell why you are writing, usually to apply for a position. Name the position, field, or general area about which you are asking. Explain how you heard of the opening or organization. If a current employee suggested that you look into this opening, include his or her name here. If you heard of the opening through the newspaper, include the name of the publication and the date.

2nd Paragraph: Mention one or two qualifications you think would be of greatest interest to the employer, addressing your remarks to his/her point of view. Explain why you think you are particularly interested in the organization or type of work. If you have had related experience or specialized training, point this out. Expand on or highlight the information stated in your resume.

3rd Paragraph (optional): If appropriate, address the requirements specified in the advertisement. If you need a second paragraph to elaborate on your talents and accomplishments, use this paragraph for that purpose.

Last Paragraph: Close by making a specific request for an interview. If you plan to be in the geographic area of the company, suggest a specific date and time that you will call to establish an appointment. Make sure that your closing statement is positive and makes a request for specific action from the reader. Thank your reader for his/her time and consideration.

Sincerely,

(Your handwritten signature)

Your typewritten name