Cover Letter Format

Your address/contact info

Date

Specific Name
Title (Department)
Company
Street Address
City, State, Zip code

Dear Name:

1st paragraph

Tell why you are writing, naming the position, field or general career area about which you are applying. Tell how you heard of the opening or the organization if appropriate. Have at least one sentence about the organization and explain why you are interested in this job.

2nd paragraph

Talk about your qualifications. Do not repeat information from you resume word-for-word, but highlight areas of particular relevance. The key words are education, skills and experiences. Tell them about the skills you have acquired through your education and various jobs. Point out related experience and training. Use as much language as you can from the job description. Answer the question: ‘Why should I hire you?’

3rd paragraph

Refer the reader to the enclosed application form or resume. Point out that you would be happy to provide any additional information concerning your background and interests upon request. Close by making a specific request. Usually this means a request for an interview. Make sure your closing is not vague, but requires specific action from the reader. Offer your thanks for the time and consideration.

Sincerely,

(Your handwritten signature)

Your name typed

Remember – Never Send a Resume without a Cover Letter