

COVER LETTER FORMAT

Your present street address
City, State, Zip Code
Date of writing

Mr./Ms. First Name Last Name
Job Title
Organization/Company Name
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Opening Paragraph

- Describe the type of position for which you are applying.
- Mention how you learned about the position (name of contact, type of advertisement).
- If there is no specific opening, inquire about available or anticipated openings in a particular area.

Middle Paragraph(s) (one to three)

- Expand upon the information stated in your resume, but do not repeat it.
- Be positive in content, tone, word choice, and expectations.
- Group similar items together in a paragraph. Examples of paragraph themes include: skills, background, experience, education, personal traits, and philosophy of work.
- In each paragraph demonstrate one point with an example.
- Organize the paragraphs in an order that seems logical.
- If an advertisement has requested specific skills, describe those which you possess.

Closing Paragraph

- End with an action statement requesting a personal interview.
- Thank the reader for his/her time and consideration.
- List how you can be reached for follow up. Note your telephone number (with area code).

Sincerely,

(Your handwritten signature)

Type your name

Enclosure