

COVER LETTER FORMAT

1234 Main Street
Green Bay, WI 54301
September 24, 2XXX

First Name Last Name
Title
Organization/company name
Street address
City, State Zip

Dear First Name Last Name:

Opening Paragraph

- Identify the position for which you are applying, or the type of position you are seeking.
- Mention how you learned about the position (name of contact, where it was posted, etc.)
- Why are you interested in this position/this organization?

Middle Paragraph(s) (one to three)

- The purpose of this section of the letter is to match yourself to the position.
- Focus on your related skills, education, and experience. What can you **do** for this organization?
- Be positive in content, tone, word choice, and expectations (i.e., do not come across as negative or pessimistic, and do not focus on what you are lacking).
- Group similar items together in a paragraph. Examples of paragraph themes include: skills, work and internship experience, education, or personal qualities.
- If a job posting has listed specific skills, identify how you have demonstrated those skills.

Closing Paragraph

- Reiterate your interest or enthusiasm for the position.
- Indicate that you would like the opportunity for an interview.
- Identify what kind of follow-up is expected (e.g., "Please contact me at 920-465-2163 ...").
- Thank the reader for his/her time and consideration.

Sincerely,
Your Name

Note: A handwritten signature should appear after "Sincerely" with "Your Name" printed below it if you are sending a hard copy letter.