

Cover Letter Format

Your Address
City, State, ZIP Code
Phone and Email address
Date

Mr., Ms., Dr. First Name Last Name
Title
Employer Organization
Street Address
City, State, ZIP Code

Dear Mr./Ms./Dr. Last Name: (Do **NOT** use Sir or Madam. If there is absolutely no way you can find out the correct name, use the title, such as Director of _____, or Recruiter. **Never send your résumé to "whom it may concern!"**)

First paragraph: Note **the name of the position for which you are applying** and tell when and where you heard about it. If you don't know of a specific opening, ask if there are any available openings as a _____, or if there are any positions available in the area of _____. Summarize the primary accomplishments that qualify you for the position, such as degree, major, years of related experience. Note somewhere in the letter that you have enclosed a résumé.

Middle paragraph(s): Tell **why you are interested** in the position and/or the organization. Explain how your academic and/or experiential background qualifies you for the position/organization. Point out any related experience or training. Show how your skills fit the description in the ad or how they relate to the organization's needs based on your research. **Do not just repeat or summarize what is in your résumé.**

Concluding paragraph: Express your appreciation for their consideration and request the opportunity to meet. **Provide specific information about when and where you may be reached.** (Be sure your answering machine greeting sounds professional.) You may or may not wish to say that you will contact the addressee in a week to ten days to discuss the possibility of an interview. (In either case, you should follow up to confirm receipt of your correspondence as well as to promote yourself for the job, unless you have reason to believe that such calls are regarded as an annoyance in that particular organization or field.)

Sincerely,

Your Signature

Your First and Last Name

Enclosure