

# COVER LETTER FORMULA



CAREER SERVICES

**Your Name**

This should be identical to the header on your resume

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Date

Mr./Ms. Name, when possible

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction. **The focus of this first paragraph needs to be on the company and your interest in them.** Name the position for which you are applying and indicate how you learned of the opening. For example maybe you know someone who works at that organization and they told you or maybe you saw in online. It is important that you state what you know about the organization and your interest in them. Research information about the employer, like how long they have been in business, their mission or vision. Thoroughly review their web site for information. Let them know that you want to be a vital part of the organization's future. Conclude with a formal statement of application.

**The focus of the body is on your ability to meet their needs of the organization for the position you applying. Do not repeat the information on your resume.** Focus on your ability to fulfill their needs and your understanding of the job requirements. Remember to think of the employers perspective and cater your experience to what they are seeking. Be confident! Let them know you see yourself working for them already and that its not just about the job but the opportunity to work for their organization. Avoid using "I" your attention should be on the employer and the organization. Use action verbs to drive home your skills!

**The final paragraph is where you ask for the interview.** Keep it short and to the point. Ask them for the interview by indicating you look forward to interviewing and talking more in person. Make sure to have your contact information included in this section. Thank the reader for their time and consideration!

Sincerely,

(Space for your signature)

Your typewritten name