

## COVER LETTER FORMAT

- Check for spelling and grammatical errors--remember that your attention to detail in the job search is indicative of your potential job performance.
- Use the same paper and font for your cover letter and resume. This will create a consistent package.
- Do not write generic cover letters.
- A cover letter should be no more than one page in length. Use 10-12 point font; 1-inch margins.

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### Your Name

**Street Address • City, ST Zip code • phone number • E-mail address**

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(Use one non-work phone number that includes a professional voice message.) • (Use appropriate, non-work email address.)

Date of letter

Hiring Official's Name

Title

Organization

Address

City, State, Zip Code

Dear Hiring Official's Name: (Avoid "To Whom it may Concern" or "Dear Sir or Madam". Use a person's name whenever possible. As a last resort you may write "Dear Hiring Manager:")

First Paragraph: Be succinct and to the point. Tell the employer why you are writing. State the position/area that interests you and how you learned about the position or employer. Include referral name(s) whenever possible.

Second Paragraph: Remember your audience. Think about what the potential employer is seeking and present information that will interest them. Describe your related qualifications and accomplishments; pull from your education, experience (employment, leadership, and volunteerism/community service), relevant skills, and work-related personality traits. Give a few concrete examples to back-up your statements. You can use information from your resume, but do not copy it word-for-word into your cover letter. Refer the reader to your enclosed resume.

Third Paragraph: Explain your interest in the company. Show your knowledge—a visit to the company website will provide you with the basics. What is special or distinctive about the company? Describe how you plan to meet the needs of the employer and contribute to their success.

Fourth Paragraph: Ask for an interview. Mention how the employer may contact you. Thank the employer for their consideration.

Sincerely,

*Your Signature*

Your typewritten name

Enclosure: Resume (*Follow employer's directions on enclosures needed.*)