

COVER LETTER FORMAT

Your Name
Your Address
Your City, State Zip
Phone Number
Email

Date

Employer's name
Employer's Title
Company Name
Address
City, State Zip

Dear Mr./Ms. Employer's Last Name:

Paragraph 1: State your reason for writing; refer to the position you are seeking; state how you heard of the opening; prove that you have done some research on the company and position.

Paragraphs 2&3: Explain your interest in the job and how it matches with your career plans, skills, education, and experience. Use examples from your resume but do not merely repeat what is on the resume. Prove that you are an ideal candidate.

Paragraph 4: Refer the reader to your resume. Close with a statement of what actions you will take next to set up an interview.

Sincerely,

Your Signature

Your Name

Enclosure