

COVER LETTER FORMAT

Date

Julie Mills
Mills College
P.O. Box 5555
Oakland, CA 94613
510.555.2345
jmills@mills.edu

← **Note:** You may use a resume header instead of this format

This is an example of a generic cover letter format. Use your creativity to find a format that best fits you and the position.

Recipient's Name
Recipient's Title
Name of Organization
Street Address
City, State, Zip Code

Dear Ms. or Mr. Last Name: ← **Note:** If you don't know the recipient's gender, write Dear First Last. If a name is not provided, write "Dear Hiring Manager:"

Opening Paragraph: Introduce yourself to your reader (not, "Hi, my name is Julie Mills", rather something like: "I am a senior at Mills college writing to apply for _____"). Specify the position for which you're applying. State where you saw it posted. Mention the contact that referred you – with their permission – if the employer knows them. You might briefly summarize your specific qualifications for or interest in the position.

Middle Paragraph(s): Use the position description/job announcement as your guide to focus on one or two specific examples from your resume that demonstrate you have the skills the employer seeks. Don't repeat long sections of your resume. Highlight the most relevant skills/experiences and emphasize accomplishments and results that relate to the position. Use terms and a language style to the field. Show you've researched the organization, but don't recite facts and figures from their website. Connect what you know about the organization to your experience.

Your goal with the letter is to show where the match is between you, the position, and this organization. What is it about their mission, clients, programs, services, and so forth that attracts you? By now, the recipient should clearly understand what you'd add to the organization, be convinced of your enthusiasm for the position, want to read your resume, and talk with you. Make your skills and qualifications obvious, not implied, to the reader.

Closing Paragraph: You might briefly summarize your qualifications and interest in the position, but avoid direct repetition from the above. Don't give a long list of skills; instead, you might mention the most important two or three. Offer a next step: Will you be calling to arrange an in-person or phone interview? Be in the area on a certain day and follow up to meet? Do you look forward to hearing from the employer? Thank the employer for considering your application.

Sincerely, ← **Note:** Not "Best", "Yours" or anything too casual

← **Note:** If postal letter, leave four spaces; sign your name in dark ink. If email attachment, either double space between closing and name without a signature OR insert an electronic signature.

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