

COVER LETTER FORMAT

Date of Letter

Individual's Name

Title

Employer

Street Address

City, State Zip

Dear Mr./Ms.:

First Paragraph: In your initial paragraph, indicate the reason for writing, the position or type of work for which you are applying, and how you learned of the opening (newspaper, placement center, friend, family member, employment service).

Second Paragraph: Mention why you are interested in the position, the organization, its products or services; above all, indicate what you can do for the employer. For a recent college graduate, if you have had some practical work experience, point out the specific achievement(s) or unique qualification(s) of that experience. Also, explain how your academic background makes you a qualified candidate for the position. Try not to repeat the same information the reader will find in your resume. Cite specific work examples, but remember to be brief.

Third Paragraph: Mention other information such as relevant course work, certifications, foreign languages and/or professional affiliations, which may strengthen your candidacy for a position. If a prospective employer is requesting a salary history or asking you to include your salary requirements, those issues can be addressed in this paragraph.

**NOTE: Paragraphs 2 and 3 can be combined if very short.*

Closing Paragraph: State your interest in the company/job again. Then, indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise the employer of your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question that will encourage a response.

Closing Statement: Simply worded, "Thank you for your time. I look forward to talking with you."

Sincerely,

(Your Handwritten Signature)

Taylor Wilson (Your Name Typed)

Enclosure(s): (Denotes, resume, application, etc., which are enclosed)