

**Basic Cover Letter
Resume Format
Business Block Style**

Your Street
Your Town, State, Zip

Date

(space)

(sp)

(sp)

(sp)

Name of Contact (Hiring Stakeholder)

Title

Company

Address

Address

(sp)

Dear Hiring Stakeholder: (If you cannot find a contact name, use Dear Hiring Manager:)

(sp)

First Paragraph: Immediately tell your reader why you're writing. Be sure to fully describe the employment opportunity, along with how you found out about it. The first paragraph should ignite interest in your candidacy and spark enthusiasm from the reader. What can you do for him or her in general terms.

(sp)

Second Paragraph: Give your reader your background. Go more in depth about your experiences, education, skills, and abilities. Also, build a bridge between those details and what the company needs. Tell your reader what you can offer the company with as specific and focused evidence as possible.

(sp)

Third Paragraph: Show evidence that you've researched the company and explain why you want to work for them.

(sp)

Closing Paragraph: Let your reader know that you've included your resume for their review. Then, suggest some follow up action. You might ask for an interview, let them know you'll follow up with a phone call to speak further about the opportunity, your qualifications, or scheduling an interview. If you're sending your application materials electronically, you may want to suggest a follow up phone call to ensure your documents were received. Then, of course, thank your reader for their time and consideration.

(sp)

Sincerely,

(sp)

(sp)

(sp)

(sp)

Your Name

Enclosure/Attachment