

Cover Letter Format

Nicolet College Career Services

Current Date

Name of Individual

Title

Company Name

Address:

City, State Zip

Dear _____:

Opening or First Paragraph:

- Explain the reason for writing the letter.
- List the specific job you are applying for if you know what it is.
- List source of the information such as TechConnect, JobNet, company website, referral person, etc.

Middle paragraph(s) or main body of letter:

- State your qualifications and why you are interested.
- Explain how your experience, education, etc. fits with this job.
- Clearly state what you can do for the company.
- Describe strengths, give more detail, etc. of areas not covered on the resume.
- Show that you know about the company, their products, reputation, etc.

Final paragraph or closing:

- Request a meeting or interview.
- Refer to your attached resume for their review.
- Again, list your phone number where they can reach you or leave a message for you.
- Thank them for their time and consideration.

Sincerely,

(Leave three spaces and don't forget to sign above your typed name.)

Type your Name



5364 College Drive, Rhinelander, WI 54501-0518
715.365.4451 or 800.544.3039 ext 4451

nicoletcollege.edu