

Cover Letter Format

Your Contact Information

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

Date

Employer Contact Information (if you have it)

Name
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle Paragraph(s)

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Complimentary Close

Respectfully yours,

Signature

Handwritten Signature (for a mailed letter)

Typed Signature