

# COVER LETTER FORMAT

1 Month Day, Year

Mr./Ms./Dr. Full Name, Title

2 Name of Organization  
Street or P.O. Box Address  
City, State Zip Code

3 Dear Mr./Ms./Dr. Last Name

Times New Roman, 12pt

Top Margin: 2"

Side Margins: 1"

Use open punctuation

Double spaced evenly  
4

5 Block Format: no indents, single spaced paragraphs, double space between paragraphs

This is your opening paragraph. State why you are writing, how you learned of the organization or position, and basic information about yourself. 6 7 8

This is your second paragraph. Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs (tell them what you can do for them, instead of what they can do for you). This is an opportunity to highlight relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position. 9 10 11 12 13

This is your third paragraph. Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration. 14 15 16

Sincerely 17

(your handwritten signature) 18

Your Name Typed 19

Enclosure 20

- ✓ Type your letter and proof read it.
- ✓ Print it and sign it.
- ✓ Put your resume behind it, but **DO NOT STAPLE YOUR RESUME.**
- ✓ Turn them both in.

Pelase mkae srue to run splelehck *and* porof raed yuor cveor lteter and rsume. Remebmer taht it is psobile to raed an etnire paragaph flul of spleing mskitaes and sltil udtenrasnd waht it syas. Tihs is bcuseae the huamn mnid deos not atumioatacly raed ervey lteter by istlef, but the wrod as a wlohe. Mkae srue taht *you* raed ervey lteter!