

Basic cover letter design

This gives you an idea of how to set out your cover letter.

Date

Individual's Name

Title

Name of Organisation

Street Address

City, State Post Code

Dear Mr/Mrs _____

First Paragraph: State the reason for writing. Name the specific position or type of work for which you are applying. Mention how you learned of the opening.

Second Paragraph: Explain why you are interested in working for this employer and specify how you are PERFECT for this position. Do not only repeat the information on your resume. Include something special or unique about yourself that would 'benefit' the employer. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you will be in the area on a certain date and would like to set up a meeting, or you will call on a certain date to set up a meeting. Never leave it up to the employer to get in touch with you. Finally, thank the employer for their time.

Sincerely

Your signature in blue or black ink

Your typed name

Street address

City, State Postcode

Phone Number with Area Code