

# General Cover Letter Format

## Student Information

Include your name, address, phone number, and e-mail address. Alternatively, you can match this header to your résumé for most majors.

Kylie Bair  
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## Date

January 5, 2008

## Employer Information

Include recipient's name, title, name of organization, street or P.O. Box address, city, state, and zip code.

Mr. Alfred Barrus  
Cassia County Prosecuting Attorney  
Alfred E. Barrus Law Firm  
1918 Overland Ave.  
Burley, ID 83318

## Salutation

Write the letter to the specific person that will be reviewing your materials. Avoid using "To Whom It May Concern" when possible. If you are unsure of the person's gender, use the person's entire name (i.e., Dear Alfred Barrus).

Dear Mr. Barrus:

## Introductory Paragraph

**Purpose:** State why you are writing and specify the position you are seeking.  
**Hook:** Grab your audience's attention so they will read the rest of the letter.  
**Claim:** The 'thesis' of your cover letter that informs reader how your qualifications meet company's needs.

I am writing in response to the adoption intern position currently available at your firm. As an adopted child with four adopted siblings, my love and appreciation for adoption runs deep. In addition to my passion for adoption, you will also find my education and work experience to be an asset that will benefit your clientele and your office.

As a Social Work major at Brigham Young University – Idaho, I have completed a wide variety of social work and family studies courses. I have also served as a volunteer CASA worker for Madison County. These opportunities have increased my comprehension of the role of a social worker, as well as my ability to meet the needs of birthmothers and adoptive parents. My experience has also given me ample opportunities to identify with and understand those who are struggling, and to build trusting, secure relationships while maintaining professional client boundaries.

Nothing would bring me greater satisfaction than knowing that my skills and abilities could help place children in secure, loving homes and fill the empty arms of childless parents. I have been inspired by your distinguished and nationally recognized reputation for expertise in adoption. I would love the privilege of learning from the best and offering my time and talents toward your continued success.

Thank you for your time in reviewing my materials. I will contact you next week for an interview appointment.

Sincerely,

(your hand-written signature here)

Kylie Bair

Enclosure

## Closing

Use appropriate closing salutation (i.e., Sincerely, Cordially, Respectfully, Best Regards, Regards, Kind Regards). Avoid using words that create sentimental sounding phrases (i.e., Yours, Truly, Very).

## Concluding Paragraph(s)

Reiterate why you want the job and/or what you could contribute. Thank the recipient for taking the time to read your materials. Facilitate the opportunity for an interview or state that you will look forward to hearing from them.

## Margins

Make sure your margins are balanced from top-to-bottom and from side-to-side. Some audiences insist on 1-inch margins. Some are more flexible. Do not have margins less than .75 inches.

## No Errors

Always have 2-3 other people proof-read your letter to make sure that it is error-free. This will also give you the chance to assess if what you have written accurately and effectively expresses the message you are trying to send.