

COVER LETTER FORMAT AND CONTENT

Your Street Address
City, State Zip
Date

Name of Person and Title
Company/Organization
Street Address
City, State Zip

Dear Mr. Smith:

Introductions

State the reason for writing. Name the specific position or type of work for which you are applying. Mention the resource used in finding out about the opening/company: news media, friend, faculty, if appropriate. If you were referred to the employer by someone they know, make sure to mention this fact. In your introductory paragraph, it is also a good idea to briefly state your current situation.

Body (The sales pitch or the meat and potatoes)

The body is the most crucial section because it must convince your prospective employer you are the best person for the job. Explain why you are interested in working for the employer or in the field of work. Most importantly, explain what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy work. Highlight important points from the resume that make it clear you understand the organization's needs. Finally, refer the reader to the enclosed resume, application, and/ or portfolio.

Closing

Politely indicate your desire for an interview. State you will call on a specific day to see if an interview can be arranged at the person's convenience.

Sincerely,

Your signature
Your typed name

Enclosure (you are noting that you have enclosed your resume)