

## ***Cover Letter Format and Contents***

Heading – Use the same heading as your resume.

Date

Name of Person & Title (always send your resume to a specific person – Do not address *To Whom it May Concern*)

Company/Organization

Street Address

City, State, Zip Code

Dear Dr./Mr./Ms. :

**Introduction:** 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.)

**Body:** The body of the cover letter should be no longer than one or two paragraphs. One paragraph should be about the research you have done on the organization or school district. The other paragraph should highlight your skills and abilities – what sets you apart from the other candidates.

Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Refer the reader to the enclosed resume, application, and/or portfolio.

**Closing:** Indicate your desire for an interview. Thank the employer for their time and consideration.

Sincerely,

Your Name

Enclosure