Cover Letter Format

Your Contact Information
Name
Address
City, State, Zip Code
Phone Number
Email Address
Date

[double space]

Employer Contact Information
Name
Title
Company
Address
City, State, Zip Code

[double space]

Salutation
Dear Mr./Ms. Last Name,

First Paragraph (2-3 sentences)
The first paragraph states why you are writing. It should mention the position you are applying for and why you want it. If you found the job through personal recommendation, be sure to include the name of your contact here.

Second Paragraph (3-5 sentences)
The next section of your cover letter should describe what you have to offer the employer. It should give specific qualifications you have that match the job you are applying for (you can find the best “buzz” words right on the job description). This paragraph will include information from your resume, but it will be more interesting, detailed and emotional than a quick job summary. This is also a good place to write something that didn’t quite fit on your resume, like a personal anecdote or experience.

Third Paragraph (2-3 sentences)
Conclude your cover letter with information on how you will follow-up. Thank the employer for their time and consideration.

Closing
Sincerely,

Signature
[For a mailed letter allow four spaces between closing and your typed name to allow space for your signature]

Typed Name