

Cover Letter Format

Your present address

City, State, Zip Code

Date of writing

(3 spaces)

Name, title

Company

Street address

City, State, Zip Code

(1 space)

Dear Mr./Mrs./Ms./Dr./individual's name:

(1 space)

1st paragraph: Tell why you are writing; name the position or field about which you are asking; tell how you heard of the opening or organization.

(1 space)

2nd paragraph: Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to the company's point of view; tell why you are particularly interested in their company or type of work; if you have related experience or specialized training, be sure to point it out; refer the reader to the enclosed resume'.

(1 space)

3rd paragraph: Close by thanking the employer for their time and consideration in reviewing your application; state the best time to reach you; list your phone number including the area code; finish with a positive like, "I look forward to hearing from you soon."

(1 space)

Sincerely/Respectfully,

(3 spaces: handwritten signature here)

Type your name

(1 space)

Enclosure

(Note: This letter should NEVER be longer than one page. Always print originals for each application packet with your signature)

