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Date

• Use the same heading from your resume

Employer's Name

Title

Company

Street Address

City, State, Zip Code

Dear _____: ←

• Address to a specific person if possible. Call for a name if not listed. Use Mr. or Ms.
• If name is unavailable, use a title. Ex: Dear Human Resources Director, Dear Hiring Manager

First Paragraph:

- Catch the reader's eye and interest with your first sentence. Begin with a bold statement about one of your personal, academic or business achievements that is most applicable to the position you are applying.
- State the reason you are writing the letter – position you are applying for or inquiring about
- Source of referral, if any
- Include your interest in the position and/or company
- Flatter your audience by including company information found through research
- End the paragraph with a persuasive statement about why you are the ideal candidate

Second Paragraph:

- Demonstrate why you are qualified for the job
- Match your qualifications closely to the posted job description
- Emphasize what you can contribute to the organization
- Choose 2-3 skills that you most want to emphasize and give concrete examples to illustrate those skills and experiences
- Highlight information found on the resume, but do not simply repeat your entire resume
- May be 1-2 paragraphs

Final Paragraph:

- Reiterate your excitement and interest in the position
- State your appreciation of the employer's consideration
- Include your intentions for follow-up
- Phone number/e-mail and best way to contact you

Sincerely,

←

• 4 spaces
• Include your signature

Your Name (First and last name typed)
(submitted electronically) ←

• Include this statement if you submit your cover letter via e-mail or another electronic method.

Enclosure (Indicates something more than the letter is included in the envelope. Do not include this if you are e-mailing your resume/cover letter.)