

COVER LETTER SUGGESTED FORMAT

RETURN ADDRESS

DATE – One or two lines below return address

INSIDE ADDRESS - Four lines under the date

SALUTATION - Begins with “Dear” and includes Mr., Ms., or Dr., and ends with a colon (:)

FIRST PARAGRAPH—INTRODUCTION Introduces you to the reader and states the purpose of the letter. In this section, mention the position or the type of work for which you are applying, and indicate from which source you learned of the opening or the employer. Single space body with a double space between paragraphs. Use block format with no indents.

SECOND/THIRD PARAGRAPHS—BODY This section discusses your interest in the position, the company, or its products or services. Highlight your relevant education, skills, experience, and what you can do for the employer. It is important that you relate your skills and accomplishments point by point to the position for which you are applying. Be sure not to simply repeat the same information that’s listed on your resume- provide examples of relevant skills and experiences whenever possible. This is the place to demonstrate your knowledge of the employer’s business or organization, and your enthusiasm for being a part of their quality and growth.

FINAL PARAGRAPH—CONCLUSION Indicate what your next step will be. Express your desire for a personal interview. Refer the reader to the enclosed resume. Indicate that you will call in a specified time (within the next week for example), to confirm receipt of your resume and/or to discuss setting up an interview. Repeat your phone number in the letter for the reader’s convenience. Thank the reader for reviewing your letter and resume.

CLOSING AND SIGNATURE Usually two lines below the final paragraph. Keep the closing simple - “Sincerely,” suffices. Four lines after, type your full name. Remember to personally sign the letter.