

BASIC COVER LETTER FORMAT

YOUR NAME

Your address, phone number and email

Current Date

Mr. or Ms. Employer

Title

Organization

Street Address

City, State, Zip

Dear Mr. or Ms. Employer:

First Paragraph: Tell why you are writing. Name the position, field, or general area you are applying for at the organization. Tell how you heard of the opening or organization. If a current employee suggested that you follow up on this opening, include his or her name here. If you heard of the opening through a newspaper, include the name of the publication and the date. Mention that you are enclosing a copy of your resume.

Second Paragraph: Tell how your qualifications match the ones the employer is seeking. Be specific by giving examples. Mention one or two qualifications you think would be of greatest interest to the employer, ones that were not directly asked for, but that you believe would be beneficial and help you stand out among other candidates. Tell why you are particularly interested in this type of work. If you have had related experience or specialized training, point it out. Expand on the information stated in your resume.

Third Paragraph: Close by making a specific request for an interview, if appropriate. You may suggest a specific date and time that you will phone to make an appointment, (Make sure you call at that time!) or you can state that you will call within a certain period of time (e.g. ten days). Another alternative is to ask the employer to call you. If the employer is in another geographic area, you can state that you will be in the area at a specific time and would like to meet with the employer then. In any case, make sure that your closing statement is positive and requests a specific action from the reader. Thank the reader for her/his consideration.

Close Your Letter:

Sincerely,

Your signature

Type your name