

Cover Letter Format

YOUR NAME HERE

Address // City, ST ZIP

Phone number // professional email

Date

Name of Individual

Job Title of Individual

Company or Organization Name

Street Address or P.O. Box Number

City, State, Zip Code

Dear First Name Last Name:

The first paragraph should state the position you are seeking, indicate why you are writing, and tell how you learned of the position. State your qualifications (education, experience, Skills). Write in conversational short sentences.

The middle paragraphs highlight the most significant information the employer will read on your resume relating to your education, experience, activities, and skills. You may also present additional information about your experience or personal characteristics which are not listed in your resume.

Emphasize what you offer to the employer related to the position you are seeking. Don't emphasize what the employer can do for you. Provide specific examples of demonstrated skills and related experience. Highlight your job related skills, specialized training, course work, class projects, and significant accomplishments.

The last paragraph should summarize your qualifications and interests. Include contact information like your telephone number and e-mail. Always thank the employer for consideration of your application.

Sincerely,

Signature (in blue or black ink)

First and Last name: typed