

COVER LETTER FORMULA

Use same heading that you use for resume

Date

Employer's Name

Employer's Title

Name of Company/Organization

Address

City, State, Zip Code

Dear Mr./Ms. (Last name of employer):

First Paragraph – Indicate why you are writing and how you heard about the opening. Provide information showing your specific interest in the company/organization. Also, indicate how you became aware of the opening (i.e., a newspaper –include the name of the publication and date).

Second Paragraph – Highlight one or two qualifications you feel would be of greatest interest to the employer, addressing your remarks to his/her point of view. Provide details of your background that will show the reader why he/she should consider you as a candidate. If you have had related experience or specialized training, point it out as well. Expand on the information stated in your resume.

Third Paragraph (Optional Paragraph) – You could go into more experience that will reinforce your qualifications. Emphasize your skills, abilities and personal traits that relate to the position for which you are applying. Remember the reader will view your letter as an example of your writing skills.

Fourth Paragraph – Take action! State that you will be contacting the employer within a specific time frame for an interview at his/her convenience. Remember to thank the reader for his/her time and consideration.

Sincerely,

<sign your name in blue ink>

Your name (typed)

Enclosure