BUILDING YOUR COVER LETTER

COVER LETTER FORMATTING

Your street address (no abbreviations)
City, State, Zip Code

Date of Letter

Contact Name
Contact Title
Company Name
Street Address / City, State, Zip Code

Greetings: Use a specific contact name (Dear, [INSERT NAME]; not a general “To Whom It May Concern”)

PARAGRAPH #1: THE PURPOSE

☐ State the reason that you are writing: name the position to which you are applying and how you heard about the opening
☐ Indicate why you are interested in this position (focus on what you like about the company or position)
☐ Lay the groundwork of why you are a strong candidate (focus on your fit with the company)

PARAGRAPH #2: TELL YOUR STORY

☐ Illustrate your worth and value to the company
☐ Highlight skills and experiences that are relevant to this position
☐ Match your skills to the position
☐ Provide examples from your work and/or academic experiences

PARAGRAPH #3: CLOSE THE DEAL

☐ Thank the reader for their time
☐ Restate your interest in the position
☐ Suggest an interview or a meeting to discuss the position and your qualifications
☐ Identify follow-up steps
☐ Provide contact information (phone number and e-mail address)

Sincerely,

Your Name Signed
Your Name Typed

See reverse side for a Sample Cover Letter