

# 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

**Greeting:** 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 →*