

COVER LETTER FORMAT

Your Name
Street Address
City, State, Zip Code
Email Address
Phone Number

Date

Name of Contact
Title
Organization
Street Address or PO Box #
City, State Zip Code

Dear Mr. / Ms. _____,

1st Paragraph: Start by stating why you are writing. Identify the position, field or general inquiry. Tell how you heard about the job or organization and indicate if you were referred by someone. Add a brief statement here to catch the interest of the reader that reflects your personality.

2nd Paragraph: Communicate why you are suited for this specific position and what you will bring to the organization. To do so, read the job description and make positive statements about your relevant skills and/or abilities. Indicate examples of your accomplishments. Do not repeat your resume word for word in this section. Instead, highlight 2 or 3 points that relate to the job description.

3rd Paragraph: Write that you have attached your resume. Request a personal interview and thank the reader for his/her consideration.

Sincerely,

Your full name