Sample Cover Letter Format

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

If you are submitting with your resume, use the same header as what is on your resume.

Month XX, 20XX

Name
Title
Organization
Address
City, State Zip Code

If you do not have the name/title of who is hiring, start with the Organization.

If you are not sure the hiring individual's gender, address the letter using the first and last name without Mr./Ms. If you do not have a specific name use: Dear Organization Hiring Representative(s):

Dear Mr./Ms. LastName:

Your opening paragraph tells **why you are writing** and notes where you learned about the position or if someone referred you. When referring to the position, use the title used by the employer. If someone referred you and no specific title is known, be as specific as possible about the kind of position for which you are applying. Do some research on the organization so that you can state your genuine interest in this particular employer and why it is a good fit for you, not how it will help you.

Your middle paragraph(s) should **highlight** examples that demonstrate your relevant experience, background, and/or coursework that will show the reader why she/he should consider you as a candidate. Be sure to connect your experiences and/or education to the position description. By using examples, show the employer that you have the necessary experience they seek.

You could include another paragraph detailing additional **experience** that will demonstrate or connect your background with the position. For a concluding sentence, summarize the skills and personal traits that you would bring to the job for which you are applying. Consider what is not represented within your resume but applicable/related to the job and/or organization. Also, remember that the reader will view your letter as an example of your writing skills.

In your closing paragraph, **reiterate your interest in the position, thank the employer for his/her consideration, provide your contact information, and indicate the follow-up action**.

Sincerely,

Your Name