Cover Letter Format

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

Date

Employer Contact Information (if you have it)  
Specific Name (or Human Resources)  
Title  
Company  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

* Note: If you do not have a contact name, you can skip the salutation entirely. Or, you can use Dear Hiring Manager, or Dear Human Resources. Ideally, you will be able to address your cover letter to a specific person. Doing research can help you figure out who is the most appropriate person to receive the letter. Note: If you do not know the gender of your contact, you can write out the person's full name, e.g., "Dear Tracy Jones" or "Dear Jordan Smith."

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. Organize the body of your cover letter into the following paragraphs:

* **First Paragraph**  
  The first paragraph of your letter should include information on why you are writing. Tell them you are interested in the specific job, and where you found the job listing. Include the name of a mutual contact, if you have one. Sometimes I will add a sentence on why I am a good fit – to get their attention.
* **Middle Paragraph(s)**  
  The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Think of this section of the cover letter as where you're making a pitch for your fit as an employee and show makes you a great candidate. Keep in mind that employers will be more interested in what you can do for them, than a list of your background. Make the connection between your qualifications and the job requirements clear. Use this section to interpret your resume—don't repeat from it verbatim.
* **Final Paragraph**  
  Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up, and when. Optionally, you can briefly restate why you would be a good fit for the position.

Sincerely,

Your name