

Typical Cover Letter Format

Personal Information – Include your information and contact information.

Recipient Information – Include the information of the recipient of the cover letter. Remember, always try to send your cover letter to a specific person.

Salutation – Cover letter recipient information. Dear Mr. Smith, Mrs. Jackson, Ms. Jennings, etc.

First Paragraph – State the reason for writing the letter, specify the position or type of work for which you are applying. Also, indicate from which resource (website, career services department, friend, etc.) you learned of the opening or how you received this individual's name. You can also try to catch the reader's attention in this paragraph – mention a common name between the both of you or mention something that came up at a career fair are two examples.

Second Paragraph – State why you are interested in the position, the company, its products or services. Most importantly, however, explain what you can do for the company. If you have had practical work experience, point out specific achievements or unique qualifications. For students completing a degree or a recent graduate, explain how your academic background qualifies you for the position. Highlight your strengths and expand on the details that are not in your resume.

Third Paragraph – Reiterate your interest in the position and the organization. Thank the reader for his/her consideration and time in reviewing your resume/cover letter. You can identify a time frame in which you will be calling or emailing the employer to follow up. Also, once again, provide your accurate contact information.

Closing – Include your name and signature. Also, if any other documents are enclosed with the cover letter, be sure to list them here (resume, references, letter of recommendation, etc.).