

STANDARD COVER LETTER FORMAT

Your Name
Your Street Address
Your City, State ZIP
Your Phone Number
Your Email Address

(skip one line)

Date

(skip 2 or 3 lines)

Person's Name (correctly spelled)
Job Title or Department
Company Name
Street Address
City, State ZIP

(skip one line)

Dear Name: (e.g. Mr. Smith:) Use a colon, not a comma.

(skip one line)

Introductory Paragraph: Why are you writing? Who referred you, if anyone? How did you learn about the position or company? What are you looking for?

(skip one line)

Body of Letter: Express your knowledge of the organization and your ability to perform the job. Highlight 2 or 3 relevant aspects of your background that you feel are important qualifications for the position and elaborate briefly on each (education, experience, personal qualifications, etc.)

(skip one line)

Closing: State the action you expect (i.e. ask for an interview). Express your appreciation. If you plan on contacting the company, specify when you will call. If not, give any other contact information necessary.

(skip one or two lines)

Sincerely,

(skip three or four lines for your signature)

Your Name (typed)