

Cover Letter Template

Your Contact Information

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Salutation

Mr./Ms. Last Name:

Body of Cover Letter

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.

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Your goal is to convince the reader that they should grant the interview or appointment you requested in the first paragraph.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and the employer's needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a specific piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text so that your letter is easy to read.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow up.

State that you will do so and indicate when (one week's time is typical).

Complimentary Close

Respectfully yours,

Signature:

Handwritten Signature *(for a hard copy letter only)*