

Sample Cover Letter Format

(You can use the heading for your resume as a header for this letter. Copy and paste it here.)

Date

Person's Name

Title

Company

Address

Dear Name or Title:

First Paragraph:

Get their attention and show your interest! State the **reason** for writing. Name the specific position you are applying for and tell them how and where you learned about the opening.

Middle Paragraph:

Describe your interest in the position, in the field or work, or in the organization. Mention something about the company to show that you have done research on them. If you have work experience, be sure to mention accomplishments or achievements. Show that you have specific education, qualifications or skills for this job. Refer to key aspects of your resume that relate to the job or employer, but don't restate complete sections of the resume. Basically you want to show them that you **fit** what they want.

Closing Paragraph:

The final paragraph of your cover letter must be **proactive**, not passive. You can ask for an interview (or a meeting) in this paragraph. Express confidence that you fit the job. You can/should also tell the employer that you plan to follow-up within a specified time.

Sincerely,

(handwritten signature)

Your typed name

Enclosure/s