

Sample Cover Letter Format

Name
Address
City, State, ZIP code
Email address

Date

Addressee's name and title

Name of company

Mailing address

City, state, ZIP code

Dear Mr. /Ms.

The *opening paragraph* should be brief (1 – 2 sentences). State reason for your letter including job title, resource from which you heard about the vacancy, job listing number, (if there is one) and any other pertinent information to ensure the employer understands what job you want.

Indicate in the *second paragraph* your interest in the company, job and why you are qualified for the position. Match up your qualifications with those listed as required on the job description. A formal letter is obvious to an employers, so write a customized letter for each employer/job. Emphasize the aspects of your education, experience, special skills, etc. that are relevant to the position. Keep it concise and only use about 4-6 sentences.

The last paragraph is only a few sentences in which you express your interest in the company. You can state that additional information is available during a personal interview.

Sincerely,

Your signature (Make it fit in this space without extending over the typed words.)

Your typed signature