



Career Services

Cover Letter Format

Your Name
Street Address
City, State Zip
Phone Number
Email

Date

Mr. or Ms. Last Name
Professional Title
Organization Name
Mailing Address
City, State Zip

Dear Mr. or Ms. Last Name:

Start your letter with a statement that establishes your interest in the company and the position. Briefly name the job you are applying for, where you heard about it, and include the requisition number if available.

The middle section of your letter should be one or two short paragraphs that make relevant points about your qualifications and experience. You should not summarize your resume. You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g. call the employer). Or ask the reader to take a specific step (e.g. contact you to set up an interview). This is a good place to thank the reader for his or her attention. A good closing sentence is: I look forward to discussing how my skills and experience can meet your needs.

Sincerely,

Your Name (signed)

Your Name (typed)
Enclosure: resume