

COVER LETTER GENERAL FORMAT

Your Current Address
City, State, Zip Code
Current Date

Job Contact's Name
Job Title
Company Name
Street Address
City, State, Zip Code

Dear (name)

First Paragraph

In your opening paragraph, state the reason for the letter, name the specific position or type of work of interest, and indicate from which resource (Career Center, Handshake, company website, friend) you've learned of the opportunity. Briefly introduce yourself.

Middle Paragraph(s)

1) Indicate why you are interested in the position, the company, its products or services, and what compelled you to apply.

2) Describe your knowledge/skills to support why you are qualified for this opportunity. If you are a recent or soon to be graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work/volunteer experiences, illustrate your specific achievements or unique qualifications. You can also cite personal characteristics from your on/off campus activities with ways you could use them on the job. Feel free to refer the reader to the attached resume.

Final Paragraph

Thank them for their time and consideration of your application. Share your cell phone number and email in the letter. Close your letter with a statement that will indicate your interest in pursuing this opportunity further or with a question that will encourage a response.

Sincerely,

Your Name