

Format For a Cover Letter

Your Name
Address
Telephone #

Date

(4 spaces)

Employer's Name
Title
Name of Organization
Address
City, State, Zip Code

Dear Mr./Miss/Mrs./Ms./Dr. Last Name:

State why you are writing; state the position or type of work for which you are applying; state how you found out about the position. If you know someone within the company or of someone has referred you to the organization, ask permission to use his or her name.

Explain specifically why you are interested in the employer, location, and type of work. Establish your knowledge of the organization and highlight those educational and employment qualifications from the resume that would be of greatest interest to the employer. Do not repeat information word for word from your resume.

Close by making a specific request for some future action (like a personal interview). If your request is for further information (i.e., an application form, organization materials, or information regarding a specific opening), you may want to enclose a self-addressed, stamped envelope. If you plan to be visiting in the employer's locality, establish the dates of your visit and suggest some means of contact. In all cases, try to maintain some control over the situation, but do so in a pleasant manner.

Sincerely,

(Handwritten signature)

Your typed name