

Cover Letter Format

***Be sure to print your cover letter on the same type of paper as your resume'.**

Your Contact Information

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Employer Contact Information

Name (Call to find out Supervisor or Human Resource Manager's full name)
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name:

First Paragraph

- What type of job are you interested in (full-time, part-time)?
- How did you hear about the job (internet posting, newspaper, name of person that referred you)?
- Explain who you are and why you are interested in the position.

Middle Paragraphs:

- Why should they hire you? What specific skills do you have that are valuable to them? It's very helpful to look at the job description when you answer this question.
- What experience do you have that fits the job description? This is a great opportunity to share your personal qualifications or a positive story/experience that will help them remember you.
- What do you know about this company that makes you want to work there? If you're not sure, Google them and find something you like about them.
- Mention your qualifications for the position (typing skills, office software used, endorsements, certifications, tests passed and licenses held).

Final Paragraph:

- In one sentence tell them why you're the perfect fit for the company and how you feel that you would be a benefit to the company's team.
- Mention that you have enclosed your resume' and other listed licenses or certifications and that you look forward to interviewing for the position.
- Thank your reader for their consideration and time.

Respectfully yours,

Signature:

(Leave 4 spaces for a handwritten signature)

Typed Signature

Enclosure(s) (Include any copies of licenses or certifications)