COVER LETTER FORMAT

Spacing should be uniform throughout. i.e. x2, x3

Your Contact Information
Address
City, State, Post Code (CAPITALS)

Date (written as day /month/ year)

Employer Contact Information (if you have it)
Name
Title
Company
Address
City, State, Post Code (CAPITALS)

Salutation:
Dear Sir/Madam, Mr/Ms. Last Name

Body of Cover Letter
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph:
The first paragraph of your letter should include information on why you are writing.

Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle Paragraph(s):
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

Final Paragraph:
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up, leaving your phone number and contact times available.

Complimentary Close:

Yours faithfully (if you do not know them or have their names) OR **Yours sincerely** (only if you know them or have their name)

Sign with your name here

Typed Signature