

**Cover Letter Format**

YOUR NAME

Your Street Address  
Your City, State, Zip Code

Your email address

Your home phone  
Your cell phone

Date of Letter

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

**SALUTATION:** Dear Mr./Ms. Last Name:

**FIRST PARAGRAPH.** State your reason for writing. List the specific position or type of work for which you are applying. You should include how you learned of the opening. You can also include why you are interested in the position and the company.

**SECOND PARAGRAPH.** State your year in school, your major/concentration, and your expected date of graduation. Highlight one or two key skills that you have to offer the employer that relate to the position that you are applying for. Give examples of an achievement that demonstrates those skills. Refer to your resume for additional detail.

**FINAL PARAGRAPH.** Indicate your desire for an interview. You can state that you will call within 5 business days to set up a mutually convenient time to meet or a phone appointment. Close by thanking the reader for his/her time and consideration.

Sincerely,

*Your signature*

Your typed name

Enclosure