

Sample Cover Letter Format

Date

Your Street Address

City, State Zip

Their Name

Title

Company

Street Address

Including mailing addresses may seem silly, but it's still a required formality. Instead of your address here, you can use the heading from your resume to maintain consistency if you want. Just make sure your documents complement each other.

Put two spaces between the end of the heading and "Dear..."

Dear Mr./Ms. Blank:

If you're not sure who the letter is going to, addressing it to someone at the company is almost always better than writing "To whom it may concern." Try to find the name of someone from Human Resources or a hiring manager from the company. Put one space between this address and your first paragraph.

1st paragraph Explain why you are writing by identifying the position and where or how you heard about it. Think of this brief paragraph like a thesis statement for an essay—it should provide a roadmap for the rest of your letter. Do this by using a series of phrases to summarize your strongest qualifications for the position.

3+ sentences

2nd & 3rd paragraphs Discuss your qualifications and skills that you outlined above in detail and show how they match the position requirements. To do this, provide specific examples from your experiences—evidence of your related work, extracurricular, and academic experiences and accomplishments—and indicate how those have prepared you for *this* position. Additionally, you can use this space to convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and these qualities to your knowledge of the company. If you feel like one paragraph is not enough space to do this, write a third. You have to make choices about what pieces of information are most important for the employer to know about you as they review your application. Remember, you only have one page.

5-10 sentences for 2nd, 3-8 sentences for optional 3rd

4th paragraph Thank the person for looking at your application. Offer to provide any necessary additional information and indicate how and when you can be contacted.

3-5 sentences

Sincerely,

Three blank lines here for a handwritten signature. For electronic submissions, include only one line.

Your name typed

**Your entire cover letter, including your heading, should fit onto one page. Like your resume, use size 10-12pt font, and your set margins to 0.5-1".*