

Template of Standard Business Format (Cover Letter)

Your street or box number
City, State, Zip

Contact's Name
Contact's Title
Organization Name
Street Address
City, State, Zip

Dear Mr. OR Ms. (person's last name only):

Paragraph 1: Say what position you are interested in, and how you found out about it. If you found out about the job through a friend or family member who works for the company, include that also. In one or two sentences, say why you are interested in the position.

Paragraph 2: Explain what skills and experiences you have that would make you successful in this job. You can include examples from classes you have taken, previous jobs, or other activities. Explain how these experiences would make you good at this job. Do not just repeat your resume, but highlight interesting things about you that will show the employer that you will be good at this job.

Paragraph 3: Show that you know something about the company you are applying to. It looks very unprofessional to appear clueless about what kind of a place you might work for.

Paragraph 4: State that you would like a personal interview to further discuss this opportunity. If there is something unusual about your resume, explain it here. Tell the employer how you should get in touch with one another; for example, say that if you do not hear from them in two or three weeks, you will call them to follow up on your application. Conclude by thanking them for their time and attention, and express the wish to meet them in the near future.

Sincerely,

Your signature (leave 4 blank spaces for this)

Your name in print