

Cover Letter Format

1234 Main Street, Somewhere, Iowa 5xxxx

Phone: 555-555-5555

Email: jonedoe@email.com

Date

Contact Person's Name (if known)

Contact Person's Title (if known)

Company/Organization Company street address Company city, state, zip

Dear _____ : (examples: Dear Ms. Jones, Dear Pat Smith, or Dear Hiring Manager)

Paragraph One: Why You Are Writing

Think of this first paragraph as an introduction, like one you might use to start a persuasive essay. Include two or three sentences stating what job you are applying for, how you learned about it (optional), any personal contacts or connections you have within the company (optional), and a transitional sentence or two that introduces the main talking points you'll be covering in the body of the letter.

Paragraph Two/Body of the Letter: What You Have to Offer

The body of your cover letter will typically be one to three paragraphs long (based on space availability and qualifications). The body paragraph(s) will be where you will identify and expand upon your main qualifications, your interest in the company/position, and your fit. Discuss the most relevant details of your experience and education; be specific and thorough; relate these points to how they would benefit the company.

Paragraph Three/Conclusion: How to Follow Up

Close by requesting a time to discuss the position and your qualifications; provide your basic contact information (email and/or phone number) and invite the employer to contact you at their convenience. Close by thanking the employer for their time and consideration.

Sincerely,

Your name