

Cover Letter Template

Your Name

Your present address · Preferred phone number · E-mail address

Date of correspondence

Name of Individual

Title

Name or organization/company

Address

City, State & Zip Code

Dear Dr. /Mr. /Mrs. /Ms. Last Name: (Do not address "To whom it may concern:")

PARAGRAPH ONE

Address why you are writing and the position, field or general area in which you are interested. Explain how you discovered this position and why you would like to work for this company. Mention something about the company that piques your interest.

PARAGRAPH TWO

Describe your qualifications, but do not restate your resume. Highlight one or two strong areas of experience which make you qualified for this position. Be sure to choose skills and experiences that complement the requirements in the job description. Use specific examples to back up any skills that you mention in this paragraph. Mention professional or personal accomplishments and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you look forward to a future response and that you would like to schedule an interview. Thank them for their consideration.

Sincerely,

Your signature

Your typed name

Enclosure (if applicable)

Quick Tip:

Choose fonts that reflect a level of professionalism and maturity such as Helvetica, Garamond, or Times New Roman. Comic Sans is not one of those fonts, you're better than that.