How to Structure a Cover Letter

Applicant’s Address (two lines: first is address; then city, state and zip)
Applicant’s Email & Phone Number (optional here, required in closing paragraph)

Date of Letter

Employer’s Name, Title
Organization
Address
City, ST ZIP

Dear Mr. /Ms. Last Name:

Opening Paragraph: State why you are writing, name the position for which you are applying and how you heard of the opening or the organization.

Second (and possibly third) Paragraph(s):
Make the addressee want to read your résumé. Why are you the best candidate for the position? Utilize information and keywords from the job description.
Relate relevant work experience or related education to the responsibilities and qualifications in the job description, but do not reiterate your résumé. Provide specifics examples that emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a concise and confident manner and remember that the reader will view your letter of application as an example of your writing skills. Explain why you are interested in working for the employer and specify your reasons for desiring this type of work.

Final Paragraph: Restate your interest in the position. When contact information is available, provide a confident, businesslike closing statement which puts you in control of the response. For example: “I will call you on (date) to discuss this opportunity with (name of organization).” You may suggest alternative dates/times or advise of your flexibility as to time/place, especially if you will be in the city on a certain date and would like to set up an interview or if the company will be recruiting in your area. When contact information is not available, restate your desire for a personal interview and provide your contact information. For example: “I welcome the opportunity to discuss how my background makes me an ideal candidate for the position of (job title) and can be reached by email You.R.Name@domain.com or by phone 210-555-6789 to schedule an interview.” Make yourself amenable to the company/hiring manager’s schedule.

Sincerely,

Always sign letters

Your name typed

Enclosure: résumé

(If a résumé or other enclosures are included with the letter.)