

## How to Structure a Cover Letter

Date of Letter

Applicant's Address (two lines: first is address, then city, state and zip)  
Applicant's Phone Number (optional, it may also be in the closing)

*Use complete  
Title and address*

Employer's Name and Title  
Address

*If possible,  
address it to a  
particular  
person or name*

Salutation:

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

*Make the  
addressee want  
to read your  
resume. Why are  
you the best  
candidate?*

Second Paragraph(s): Explain why you are interested in working for the employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

*Call to action*

Final Paragraph: The closing paragraph is the most important. We suggest a persistent, businesslike closing statement which puts you in control of the response. For example: "I will call you on (date) to discuss this career opportunity with (name of organization)." Indicate your desire for a personal interview. 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, or if additional information or references are desired, say you are willing to accommodate the company's schedule and request.

*Always sign  
letters*

Sincerely,

Your name typed

*If a resume or  
other enclosures  
are used, note in  
letter.*

enclosure