

FORMAT

The cover letter should be in a standard business letter format, font 10-12 and standard font style, Times New Roman, Cambria, or Calibri, and single spaced. Cover letter presentation matters as much as what you include. When writing cover letters it's important to use a basic font that is easy to read. **One page ONLY.**

Your cover letter should include **at least three paragraphs**:

1. **First Paragraph:** What you are applying for and where you found the job posting (3 or more sentences)
2. **Middle Paragraph(s):** What you have to offer (7 or more sentences per paragraph)
3. **Final Paragraph:** How you will follow-up (2 to 4 sentences)

CONTENT

Date



Start with the current date on the top left aligned

Your name

Your address



Your address and the receiver's address left aligned

Your phone number

Your email

Address the cover letter to the specific hiring manager. If there is no name associated with the position use "Dear Hiring Manager".

Dear Hiring Manager,



In the first paragraph, if you are writing in response to a job posting, indicate where you learned of the position and the title of the position. State why you want to specifically work for this company above any other. More importantly, express your enthusiasm and the likely match between your credentials and the position's qualifications. Use information from their mission statement on their website to show how your professional philosophy aligns with theirs. I am interested in working for your company because _____. I want to share why I am qualified for this job.

The second paragraph of your cover letter should refer specifically to the qualifications listed in the job posting and illustrate how your particular abilities and experiences relate to the position for which you are applying. This is where you want to talk about promotions, awards, or any employee recognition for exceeding goals. List 3-5 characteristics or skills that match what the requirements are for the job and how you meet that criteria. Talk about any certifications you have, especially if they are necessary for the field. This would be a good area to merge your summary statement from your resume. List qualifications. I am bringing # years of experience in _____.

The final paragraph of your letter should reiterate your interest in the job, let the employer know how they can reach you, and include your phone number and email address. Start by saying "Thank you for taking the time to review" or "I appreciate your consideration." Politely request an interview at the employer's convenience.

Sincerely,



Include 4 lines between closing and your name to allow room for signature

Your name