

Anatomy of a Cover Letter

Date

Your Street Address
City, State, Zip Code
Phone number

Mr. or Ms. Employer
Title
Organization
Street Address
City, State, Zip

Dear Mr. or Ms. Employer,

First paragraph. In one to two sentences, tell why you are writing. Name the position, field or general area about which you are asking, as well as how you heard of the opening or organization (e.g., newspaper, website, etc.). Be specific!

Second paragraph. In four to six sentences, mention one or two qualifications that you think would be of greatest interest to the employer. Address your remarks to their point of view. Tell why you are particularly interested in this type of work. If you have had related experience or specialized training, point it out. Expand on a few points of information stated in your resume.

Third paragraph. In one to two sentences, thank the employer for taking the time to consider your application to the position in question. Close by either making a specific request for an interview or by letting the employer know how you will look forward to hearing from them regarding the status of your application.

Sincerely,

Your signature

Your name (typed)