

# BASIC COVER LETTER FORMAT

Your Address  
City, State Zip

Today's Date

Name of Person  
Title  
Name of Organization  
Street Address  
City, State Zip

Dear Mr. or Ms. last name: (use colon)

**OPENING PARAGRAPH:** State the reason for writing. Name the specific position, or type of work for which you are applying. If there is a job number or reference code, be sure to include this as well. Also mention the resource used in finding out about the opening or organization (classified ad, job listing, placement center, friend, faculty, etc.). Give a preview of your relevant skills and/or why you chose to apply to this organization/job. (This can also go in the 2nd paragraph)

**BODY OF LETTER:** Explain why you are interested in working for this particular employer and/or specify your reasons for desiring this type of work. Point out relevant work experiences and/or education by giving specific examples. This needs to do more than reiterate information that is on your resume. Emphasize only those qualifications that are most relevant for the position or type of work for which you are applying. The job posting/description can guide you in deciding what to include. Using your own examples highlight the requirements, keywords, and terminology listed in the ad.

**CLOSING PARAGRAPH:** Keep this short. Thank them for their time and indicate when you will follow up (unless the posting requests no calls). Also indicate your desire for an interview and list a phone number that they can use to reach you.

Sincerely,

Your Name Typed